

Application Form

2017-2018 Theatre Officer

Thank you for your interest in one of the EHS Theatre Department Officer positions for the 2017-2018 Theatre Season. It is said every year, but this coming year is truly lining up to be our best one yet! We will be celebrating our 5th year anniversary as a theatre department which means A LOT of special offerings and events are going to be taking place throughout the year, and you could be a leading force in making those happen. The department has grown astronomically over the past five years, and your participation in our classes, meetings, main stage productions, and events have been the backbone for this growth. As you know, it takes an enormous amount of dedication, time, and energy to bring only the best to our EHS stage. If you are willing to do whatever is needed to make this expanding program succeed, YOU ARE EXACTLY WHAT IS DESIRED IN AN OFFICER.

Below are all the information that you need in order to submit your application for one of the offices of the EHS Theatre Department. Please see me at anytime if you need clarification or help on any of the required material.

After effectively completing and carrying out all duties, all officers will automatically receive an EHS Theatre Department letter at the end of the year. If duties are not carried out in a satisfactory manner lettering points will have to be achieved via the "Lettering Points" document sheet. Attendance at our Officer Meeting is mandatory.

We are continuing our Officer Committee in addition to our President, Vice President, and Secretary. The Officer Committee will assist the President, VP, and Secretary with all aspects of the department. Duties of the officers will be evenly split up between all officers based off of interest and talents in the respective areas.

New for 2017-2018 - All officers will be required to participate in some aspect of each production, event, and gathering. This includes but is not limited to: cast member, tech crew, box office, audience member, clean up, etc. For clarification please see Mr. Wright

I look forward to reading Personal Essays/application submission.

Mr. Wright - Theatre Department Director

All applicants must submit the following items

- 1) Personal Essay or video submission:
- 2) EHS Theatre Department Production History:
- 3) Online Recommendation Forms: One Recommendation form needs to be completed by a teacher. The second Recommendation form needs to be completed by someone who knows your character and work ethic (cannot be a family member or friend) Provide them with this email link:
<https://goo.gl/forms/maeV9eiCEbp2vpeo1>
- 4) Grade Report:

**All Theatre Officer Application Forms are due no later than
2:45 pm on Friday, May 5, 2017**

1) Personal Essay or Video:

Please complete at least a one page paper or short video submission describing you as a person. I want to know your likes, dislikes, desires, “Dream Ending,” and anything else you think would be interesting. This is not the spot to talk about your involvement in the EHS Theatre Department (that will come later). In this paper/video include if you are interested in one of the three listed officer position or if you want to be considered for our New Officer Committee. Also mention if you are only wanting to be considered for your requested area. Will you take any position? List your likes, dislikes, desires, etc to explain to me why you would be the perfect fit for the position. Be creative and have fun. I want to see your personality come out in this paper, video, music song, etc..

2) EHS Theatre Department Production History:

Include a Resume focussing on EHS productions. If you have participated in productions outside of EHS please include that as well, but because you are applying for a leadership role at EHS the main focus needs to be highlighting your dedication and commitment to this department.

3) Online Teacher Application Forms: <https://goo.gl/forms/maeV9eiCEbp2vpeo1>

4) Grade Report

In the section below please have all your teachers fill in your current grade for their class.

DAY ONE

DAY TWO

SUBJECT	TEACHER'S SIGNATURE	GRADE	SUBJECT	TEACHER'S SIGNATURE	GRADE

Explanations and Expectations of each officer

President - Oversees the responsibilities and assignments of all other Theatre Department officers. The president is in charge of making sure officers fulfill their duties completely and efficiently.

- Collaborate with other officers to plan all drama events throughout the year. While every officer participates in decisions, the president is in charge of its overall organization and follow through.
- Oversee any event the theatre program undertakes during the year. Whether it is a monthly theatre department or officer meeting, fundraiser, MT Workshop, Tech Workshop, or group outings, the president is required to oversee all such events.
- Collaborate with Mr. Wright and the Theatre Department officers in order to plan and announce all department meetings in a timely manner. Ensure all meetings are informative and well organized.
- Assign specific tasks not designated to a particular office to various Theatre Department officers or members in order to guarantee their completion
- While the president is in charge of the club, Mr. Wright has the final say and is ultimately above all decisions made by the president.

Vice President - If the President is unable to attend a meeting or event, it is the sole responsibility of the Vice-President to seek out information from the president that should be discussed at a meeting.

- Assist the President in a variety of forms. Whether running an errand or being delegated to a large event, the Vice-President should stand by for any action that must be taken. The Vice-President must be active in asking the Presidents what needs to be accomplished.
- Co-produce all events occurring throughout the year. While the President will usually oversee many large events, it is the duty of the Vice-President to double check and make sure everything runs smoothly. The Vice President and the President work hand in hand in all Theatre Department functions and events.

Secretary - Keeps records of the meetings.

- Creates meeting agendas at the direction of the President and/or Mr. Wright
- Keep an organized file of contact information and records for all Theatre Department members including payments and meeting attendance
- Send out reminders to Theatre Department members of all upcoming meetings.
- Take minutes and updated calendar and call board at all officer meetings in order to better inform those who may be absent.

Other duties and responsibilities of our EHS Theatre Department Officers

These duties will be distributed and assigned at the beginning of the school year and assignments will be based off on the individual talents and wishes of our officers.

Outreach - The main duty and function of this office is to get the EHS Theatre Department out in the school and community.

- Organize in conjunction with the other officers the EHS Holiday party. All planning and communication about the EHS Holiday party is done by this officer.
- Organize events to help enrich the Erie community

Marketing and Video/Media Promotions - This is an enormous job! The EHS Theatre Department relies primarily on the ticket sales of each production in covering costs and production expenses.

- Lay out marketing deadlines of all Theatre Department production. Posters, flyers, video advertisements, etc.
- Create 2015-2016 Theatre Season video/media promotion material
- Create show specific video/media promotion material

- Create video/media material to expose the EHS Theatre Department to the student body, the Erie community, surrounding area, and the rest of Colorado.

Video/Media Promotions - Depending on applicants this position could be separated from the Marketing officer's duties.

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Historian - Keep a record of theatre department activities for posterity. This may include

maintaining photo albums, maintaining a video library, collecting news clippings and reviews, or other activities.

- Line up photographers to photograph all Theatre Department events and productions.
- Help facilitate all Bobby G Award submission materials.
- Be a guide, leading and coordinating the Theatre Department's "My Legacy" Banquet at the end of the year. Ensure all aspects of the banquet are successfully completed.
- Organize and operate the end of year "An Evening of One-Act Plays." Although other people may be delegated for this assignment, it is the duty of the Vice-President to make sure dress rehearsals and performances are ready for public performance. (NOTE: it is Mr. Wright's responsibility to pick one-act directors. This is not a duty of the Vice- President.)

All officers will be required to participate in some aspect of each production, event, and gathering. This includes but is not limited to: cast member, tech crew, box office, audience member, clean up, etc. For clarification please see Mr. Wright

*Officer duties a subject to change

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