

SWAN THEATRE COMPANY

Terms of reference for Artistic Team

Main purpose

To develop and manage all aspects of productions by the Swan Theatre Company to ensure a high level of artistic achievement; and to develop non-performance artistic activities to provide a wide range of experiences for all members.

Main functions

1. To implement the artistic aspects of the Theatre Development Plan and to report progress to the Co-ordinating Committee. This will include both the provision of a programme for the year, and the quality of acting, directing and production, stage management and all technical aspects of productions such as lighting, sound, wardrobe, props, set design, etc.
2. To manage the artistic budget ensuring that best value is obtained.
3. To seek approval from the Co-ordinating Committee for all single item expenditure over £500.
4. To choose, schedule, organise and implement all aspects of the productions of the Swan Theatre Company.
5. To ensure all statutory requirements relating to performances are adhered to including the provision of performing rights.
6. To ensure all artistic events are adequately staffed for all artistic-related activity (i.e. on stage and backstage) in terms of experience of individuals and numbers required.
7. To develop a programme of events aimed at encouraging new artistic talent.
8. To provide a range of non-performance events to develop the skills, and widen the experiences of all members.
9. To seek to involve all new members as thoroughly as possible in the artistic aspects of the Swan Theatre.

Composition

The Team will consist of the Artistic Manager (which is an elected post), and other members experienced in Directing, Stage Management and Technical aspects of production. Other members can be co-opted on to the team at any time.

Meetings

The Team will meet no fewer than 6 times per year. All meetings will be formally minuted with copies circulated to team members and Co-ordinating Committee members.