



Royal Producers

Hopkins High School Theater
Community Support Organization

Leadership Position Descriptions

March 1, 2010

Open Positions

Fund Raising

Fund Raising Coordinator

Coordinates all aspects of the Fund Raising including program ad sales, email communications with parents to get notes for the program. Payments sent to the Treasurer for deposit.

Fund Raisers

Work in the community selling ads for the program.

Marketing

Show Programs/Posters

Responsible for program/poster layout, design & printing.

Public & School District Relations

Works with the Hopkins School District to build a mutually beneficial relationship by bringing theaters message and educational possibilities to district schools. Build audiences through press management for each show; show dates to community calendars; out reach to civic & senior groups.

E-Marketing

Build & maintain the email marketing list, working with a web based marketer to communicate with and build audiences.

House Marketing

Develop and install theater related items (photo's, posters, history, etc.) in the theater foyer for each show.

Student Support

Photo/Video Coordinator

Responsible for photos of tech & costume build, rehearsal & dress rehearsal for each production and a video recording of each production be done. Arrange a photo montage and a video highlights piece for the Crown Awards. Work with the Web Master to sale the material via the website.

Performance Management

Concessions Coordinator

Responsible for concessions (cookies, water, coffee & Cold Stone ice cream) set up 45 minutes prior to performance, staff training and tear down.

For more information or to volunteer, please contact:

Michael Leirdahl: 612-810-7850; michaell@seifertleirdahl.com