

Williamsburg Players Community Theater is looking for volunteers to fill the following Board positions:

- Vice-President/Business Development (Grant Writing, fundraising)
- Marketing Chair (Create/Manage Marketing Committee to ensure timely completion of all marketing tasks via Press, Radio, and Social Media)

The board meets on the first Monday of each month at 6:30 at the theater. This is a “working board.” Please contact Rani Wachter for more details at [Volunteering@WilliamsburgPlayers.org](mailto:Volunteering@WilliamsburgPlayers.org)

### **VICE-PRESIDENT -Vacant**

- Three Year Term
- Attend monthly Board meetings (1<sup>st</sup> Monday of each month)
- Issue a monthly written report prior to each board meeting
- Take turn as Board Member on Duty (house Manager) during the run of each show
- Be involved in any problems facing the Williamsburg Players
- Buy a season subscription (\$75/year)
- Assume the duties of the President in the event of an unspecified or unexpected absence of that officer.
- Assist with Grant Writing
- Develop business relations and fundraising
- Exercise specific oversight of all business and financial operations.
- Coordinate all long-term contracts and mortgages, working with the Treasurer and the director providing assessment and analysis.
- Act as sitting member of the Executive Committee, which addresses concerns requiring immediate consideration. Any such actions will be reported to the Board at the next regularly scheduled meeting.

### **MARKETING -Vacant**

- Three Year Term
- Attend monthly Board meetings (1<sup>st</sup> Monday of each month)
- Issue a monthly written report prior to each board meeting
- Take turn as Board Member on Duty (house Manager) during the run of each show
- Be involved in any problems facing the Williamsburg Players
- Buy a season subscription (\$75/year)
- Create/Manage Marketing Committee/Ensure timely completion of all marketing tasks via Press, Radio, and Social Media
- Develop Publicity Calendar for 5 Season Shows, 3 Children’s Theater, 3-4 Special Events, Season Subscription Drive

- Take photos at rehearsals for press releases and social media (Can be delegated)