

DUNSTABLE REP THEATRE CLUB

LIAISON MANAGER - JOB DESCRIPTION

Role description:

- To assist in organising events as defined by the Management Committee (e.g. Christmas Party and Seasons Launch)
- To Liaise with local Theatre Groups regarding their use of The Little Theatre.
- To respond to those wishing to use The Little Theatre for social events.

Tasks:

- Co- ordinate resources for events as defined by the management committee.
- Co-opt other members to assist in putting on events which promote the theatre.
- To liaise with other local theatre groups and establish communication.
- To assist other groups with their requests for use of The Little Theatre.
- To act as liaison between committee and incoming users of The Little Theatre.
- To ensure our required 'Users' Agreement is signed and filed on Sharepoint.
- To ensure the theatre is clean and tidy before incoming company's use of The Theatre.
- To assist other members of the committee as required.
- To deal with incoming enquiries and act as a point of contact and distribute messages/information across the committee as required.
- To share feedback with the Committee effectively.
- To respond to requests for information, attend meetings and help to nurture a collaborative and productive environment.