**Company Manager:** Elected in the Spring

Run Staff and Mason Players meeting and Events. Delegate and keep track of tasks among the staff, create agendas for meetings. The final decision maker for how events are planned, budgeted, designed and run, before things get finalized by the Program Manager. Keep in contact with the Program Manager about prospective students/enrollment events. Event Planner for Banquet.

**Associate Company Manager:** Elected in the Spring

Ready to take on any Company Manager Duties if the current Company Manager is unable to do so. Coordinates all events for the Mason Players. Including, finding and booking the space with the Office Manager, working with Marketing to post the event on social media, work with the Development Manager to budget food expenses. Attends and assists running the event with the Company Manager. Serves as Faculty Liaison. Attends the Monthly Faculty Meetings, and give the student report to Faculty. Faculty Meetings are once a month on Wednesdays at 12-1:30pm

**Development Manager:** Elected in the Spring

Budget Mason Players funds, have control over cash box, all transfers of money go through them, coordinate purchases through the office manager, run fundraisers and collect all money from students.

**Sales Coordinator:** Elected in the Spring

Purchase all concessions items, coordinate who is running the concessions table, setting up concessions before a show and explaining process to those running the table, coordinate money transfers with development manager, buy and set up opening night cake,

**Marketing Manager:** Elected in the Spring

In charge of handling all marketing materials for the Mason Players productions and events. This includes: Distributing printed posters on and off campus, formatting the production poster into Facebook cover, create marquee slide for Braddock rd. marquee, painting blocks at Southside, edit and finalize the photos from the publicity shoot, and creating video marketing promo for each show.

**Company Secretary:** Elected in the Spring

Schedules meetings for Mason Players. That includes: weekly staff meetings, biweekly meetings with Program Manager, and monthly player meetings. Take notes for every meeting and keep track of attendance. Send attendance sheet to Production Manager/Practicum coordinator. Receives emails from students if they have any questions regarding Mason Players.

**Company Historian:** Elected in the Spring

Maintain the scrapbook both hard copy and online and keeping account of all events/the seasons. They will also oversee keeping a presence on social media (posting photos to Facebook, tweeting about events, etc.)

**Company Management Apprentice:** Selected in the Fall
Serves as Faculty Liaison Attends and takes minutes during the monthly faculty meetings. Email minutes to all Staff of the Mason Players. Other related duties as assigned. Faculty Meeting are once a month on Wednesdays at 12:00-1:30pm.

**Development Apprentice:** Selected in the Fall
- They would work with both the development manager and sales coordinator. Their duties could include setting up concessions with or instead of the sales coordinator and helping with fundraising logistics. Other related duties as assigned.

**Marketing Apprentice:** Selected in the Fall
- The Marketing Apprentice assists the marketing manager when they see fit. Typically, apprentice oversees poster distribution and painting the block by Southside. Other related duties as assigned.

**Company Historian Apprentice:** Selected in the Fall
- Assisting the Company Historian with maintaining the scrapbook both hard copy and online. Assemble headshot board for each show. Other related duties as assigned.

All Mason Players Staff are expected to be knowledgeable about every Mason Players production, regardless of one’s direct involvement with a show. Players Staff, whether student or faculty, are our best ambassadors to the community.