

POPS: Job description

Position Title: WMS POPS Drama Representative

Purpose: Support the PA staff member you are assigned to. Check in occasionally to see if you can be supportive in any way.

Key Responsibilities:

1. **Parent communication:** *Support your faculty member (director and producer) by being a conduit of information to parents. At the beginning of the school year obtain a roster of parents' emails from your teacher and create an email group for the purpose of communicating POPS events, meetings, fundraisers, acquisition of volunteers, attire and any teacher communication that they would like their POPS rep to disseminate. Share email group with secretary to be added to the POPS gmail account.*

2. **Front/Back of House management during events:** Oversee that all volunteers have a CORI (Criminal Offender Record Investigation) Check completed (good for 3 years) and fingerprinted if working with costumes. Coordinate with Concessions, Roses, Star for a Star Volunteers to make sure supplies are ordered for the selling of these items at all shows. Work with volunteers backstage to supervise the cast and crew before and during performances.

3. **Liaison to POPS PR.** Obtain information from the producer about specifics of the event and send this information to POPS Publicity Chair for FB and newspapers.

Contact Addie Doherty (assistant to superintendent of WPS's) with any information about an event to get it into the various school PTO email blasts at least 2 weeks before your event. Addie will review and submit to the schools for us. Her contact information:

Contact name: Addie Doherty (assistant to superintendent, WPS's)

Email: dohertya@wellesleyps.org

Preferred format: PDF, WORD is ok

Deadline: Wednesday

Additional: Flyers cannot have business sponsorships on them.

Get information to webmaster for placement on Wellesleypops.org website.

4. Purchase (or assign someone to purchase) flowers or production gifts (~\$15) for production team to be given at the close of the final performance. Assign a student to give the flowers to faculty member at the end of show.

5. Pre-Production Volunteer Management and Reimbursements from POPS and email protocol for money spent: Be a conduit for all volunteers who have receipts (concessions, cast party, production gifts, etc.) that need reimbursement and manage the budget throughout the production process. Submit receipts via email to the POPS treasurer at WellesleyPOPSTreasurer@gmail.com with accompanying form and receipts Subject line of email should read "school, department, production or activity" (ie WMS, Drama, Elf Jr.) The treasurer will reimburse receipts 1-2x/month. If this is a financial hardship then please let the treasurer know before making any purchase.

- 6. Create bundle with webmaster and manage the bundle purchases:** Contact webmaster with cost and what's included in bundle for button to be added to POPS webpage. Follow up with cast and crew parents/guardians to ensure bundle purchases are coming in. Facilitate ordering of t-shirts and souvenir posters that are included with the bundle.
- 7. Review POPS grant procedures** with your faculty member and be an advocate and support if your teacher applies for a grant.
- 8. Keep an electronic or paper record** (general narrative at the end of the year is ok with any helpful specifics mentioned) of what you did, so you can pass it on to the next POPS Rep.
- 9. Attend the four POPS meetings of the school year and POPS Social events as you are able.**

Time commitment:

1-2/hour weekly with increase in week or 2 before productions