

## **POPS: Job description**

**Position Title:** POPS Representative

**Purpose:** Support the PA staff member you are assigned to!! Check in at least monthly to see if you can be supportive in any way.

### **Key Responsibilities:**

1. Parent communication: Support your faculty member by being a conduit of information to parents. Information about rehearsals, attire, events, etc.
2. Front of House management during events: Connect with Allison Madden at the PA Office regarding tickets if necessary, get volunteers, arrange for concessions, supervise venue, etc.
3. Liaison to POPS PR. Get information to Sue Kinney, POPS Publicity Chair for FB and newspapers. Get information to Linda Messorre and Tyler Ayer for the website.
4. Get Key Club (High School volunteer group who provide community support) volunteers to collect

donations for POPS and/or handout programs and help with concessions

5. Identify with the help of the Faculty any students with financial need and make sure they get any financial support they need from POPS.

6. Review POPS Grant procedures with your faculty member and be an advocate and support if your teacher applies for a grant.

7. Keep an electronic or paper record of what you did, so you can pass it on to the next POPS Rep.

**Time commitment:**

Variable depending on staff member you are supporting with more at higher times of need such as concerts and events. Attend the four meetings of the POPS Board of Directors and POPS Social events as you are able.