



## Charm City Fringe Committee Descriptions

### **Executive Committee**

Responsible for ensuring that all other committees are up to CCF standards. Ensures a fun and inviting atmosphere within the organization, while also maintaining the quality standards set by the organization. Works to raise funds through sponsorship requests, fundraising, and grantwriting. Attends networking events regularly to share the mission of fringe and promote the organization. Regularly works with members of the community to continue to advance the mission of building a stronger Baltimore theatre community.

### **Operations Committee**

Responsible for being the initial point of contact for both artists and patrons of the organization's events. Performs outreach to inform artists of events taking place, as well as providing general information about the events, in an effort to bring new artists into the organization. Works with venue proprietors to secure venues for various events, including but not limited to the Fall festival and Spring *Nights on the Fringe*.

Works with the communication committee to help plan applications for the Fall festival and identify strategies for building outreach to the community. This also includes, but is not limited to: contacting and coordinating application adjudication; setting up and maintaining ticketing services, ensuring that the organization is using the best possible service for our needs; ordering materials needed for events; and keeping an inventory of supplies owned by the organization.

The operations committee is also responsible for hiring all paid positions (front of house staff, venue manager, etc) required for the festival and any other events hosted by the organization and maintaining hiring paperwork (contracts).

Reports to the Executive Committee monthly.

### **Productions Committee**

Responsible for preparing festival venues for performances (creating venue layout diagrams, arranging lights and sound, creating schedules for equipment pick-up and delivery) and acts as point of contact for venue proprietors after venues have been secured. Maintains the festival production packet, which highlights the need-to-know information for artists as they move through the festival process. After artists are selected to participate in the festival, the productions committee, in conjunction with the Operations committee, creates the festival schedule, keeping in mind technical requirements and space limitations. After artists are selected to perform in the festival, the productions committee serves as the main point of contact for artists regarding all technical and production based aspects of the festival.

During the festival and organizational events, the production committee becomes the main point of contact for venue managers. They will create and maintain a relationship with these employees, managing them, and ensuring that their job is completed to the standards set by the organization.

Reports to the Executive Committee monthly.

### **Volunteer Committee**

Responsible for recruiting and training volunteers for various events including, but not limited to, the fall festival, the spring event, and general organizational needs. We require the volunteer committee to work in conjunction with the communications committee to help recruit volunteers, but the volunteer committee is ultimately responsible for maintaining relationships with the volunteers to ensure that they return for future events. This requires maintaining a list of all volunteers, past and present, actively keeping them engaged in the organization, and being the point of contact throughout the volunteer process.

Reports to the Executive Committee monthly.

### **Finance Committee**

Responsible for maintaining organizational budget, keeping insurance certificates up to date, filing taxes, and general accounting. Additionally, the finance committee works with the executive committee in helping to complete end-of-year evaluations such as the Cultural Data Project, and assists in grant writing and sponsorship acquisition.

### **Communications Committee**

Responsible for creating a year-long marketing plan that enhances the organization's reach through all digital, print, and in-person marketing platforms. Designs and writes copy for organization's web content, ads, and blogs. Remains in contact with press and media relations consistently, writing press releases and promoting work that the organization is doing. This committee is also responsible for purchasing ad space in local area publications, designing the festival and other events' programs, and keeping local area events lists populated with organizational happenings.