

Joining the Dramat's Executive board is a great way to get more involved with Yale's theater community! If you are interested in making an impact on how Yale folks make theater or simply want a great group of friends, Exec board is for you!

The Dramat meets twice a week for a total of at least three hours, and each Board member puts in several more hours per week to fulfill the specific responsibilities of their position, as well as other Board-wide commitments (deliberations, interviews, hiring, load-in/strike, etc). In addition to these meetings, each member of the board has specific duties and responsibilities that take up additional time. For all of these positions, except for the President and Treasurer, **no experience is required**, and we encourage you to get involved regardless of experience level. The only requirement is that you must be a member in good standing to be eligible to run for board.

The Dramat holds two elections a year -- one in the Fall and one in the Spring -- so if you are interested in joining the board you have lots of opportunities!

Fall Election Positions:

Position	President	Treasurer	Vice President	Special Events Coordinator	Fall Mainstage Producer
<b>Responsibilities</b>	<p>Leading the board to completion of all relevant duties on an appropriate timeline</p> <p>Make all critical decisions for the Dramat</p> <p>Facilitating conversations and lead meetings</p> <p>Ensuring the Association is functioning to the best of its abilities</p> <p>Resolving internal conflict</p> <p>Coordinating with the Yale School of Drama</p> <p>Providing long term continuity for the Association</p> <p>Hiring all Dramat professionals and write their contracts</p>	<p>Managing the association's finances</p> <p>Creating a budget for the association</p> <p>Overseeing the Association's accounts and taxes</p> <p>Supervising all show budgets</p> <p>Coordinating accommodations such as housing and travel for professionals</p> <p>Organizing payments, reimbursements, and other related expenses</p> <p>Providing long-term institutional and financial insight to Board discussions</p>	<p>Fundraising</p> <p>Running and recruiting the Associate Board</p> <p>Communicating with the Alumni through Newsletters and our Holiday Mailing</p> <p>Monitoring at least one show audition per semester</p> <p>Organizing the Alumni Gala</p> <p>Organizing DRAMATalks</p> <p>Running meetings in the President's absence</p> <p>Supporting the President in all activities</p> <p>Working closely with President + Treasurer</p> <p>Organizing educational programming with Outreach and Spec Ev</p>	<p>Planning special events, including Dramatalks, cast parties, Dramat formals, Senior dinners, C-Club, and other events</p> <p>Oversee budgeting, vendor coordination, and logistics for events</p> <p>Supervising and creating social spaces that are safe, fun, comfortable, and healthy</p> <p>Organizing educational programming with Outreach and VP</p> <p>Serve on the Executive Board, contributing to show selection, inclusive institutional policies, and support networks for undergraduates in the performing arts.</p>	<p>Producing the largest undergraduate musical of the semester</p> <p>Leading a team of professionals (director and some designers) and approximately 100 students</p> <p>Guiding the show selection process</p> <p>Manage the MS's show budget of around 10K (+ having some conversations about the rest of the stipend budget for the show)</p> <p>Works closely with production officer to create a production calendar, build schedule, and ensure all designs are within scale of the Dramat.</p> <p>Overall, ensures that the production goes up on time, within budget and scale, and fosters a positive environment for all students involved in the making of the show</p>
<b>Qualifications</b>	<p>Has served on Executive Board</p> <p>Has solid writing and communication skills</p> <p>Is a prominent member of the Yale Theater community</p> <p>Is willing to give extraordinary amounts of time</p> <p>Is willing to put the needs of the Association and board above their</p>	<p>Has served on Executive Board</p> <p>Has a working relationship with President</p> <p>Is interested in financial functions of the organization</p> <p>Is versed in and enjoys working with spreadsheets and numbers</p> <p>Is financially responsible</p>	<p>Has solid writing and communication skills</p> <p>Is interested in development</p> <p>Is interested in the functions and recruitment Associate Board</p> <p>Ready to learn about Mailchimp</p> <p>Bonus: Has served on Ass Board</p>	<p>Has been an active member of the Dramat community</p> <p>Is interested in planning and throwing parties and increasing community engagement</p>	<p>Has an ability to learn about all aspects/angles of production</p> <p>Is project oriented</p> <p>Is very organized</p> <p>Is willing to give extraordinary amounts of time</p> <p>Is willing to listen to and learn from production team</p> <p>Bonus: Has produced,</p>

	own Bonus: Has produced a Dramat Mainstage	Bonus: Has produced a Dramat show			directed or stage-managed a Dramat show  Bonus: Is passionate about musical theater
<b>Similar Production Roles</b>	Producer Director Stage Manager Actor	Producer Department head	Producer Stage Manager Actor	Actor Department Head Member	Producer Director Stage Manager Department Head

Spring Election Positions:

<b>Position</b>	<b>Production Officer</b>	<b>Secretary</b>	<b>Marketing Director</b>	<b>Outreach Coordinator</b>	<b>Spring Mainstage Producer</b>	<b>Policy Director</b>
<b>Responsibilities</b>	<p>Providing technical expertise to all shows and the Association</p> <p>Coordinating with the Yale School of Drama and Undergraduate Productions</p> <p>Scheduling Load-in and Strike for all Dramat shows</p> <p>Overseeing technical processes of all shows, ensuring safety and adherence to UP/Dramat guidelines, fire code, and any other relevant procedures</p> <p>Mediating inter-show collaborations on use of spaces and resources</p>	<p>Communicating with the Dramat's membership and keeping the board organized</p> <p>Recording the minutes of all meetings</p> <p>Keeping track of membership</p> <p>Writing weekly newsletter and school-wide communication</p> <p>Managing archives</p> <p>Coordinating capture and reviews of shows</p>	<p>Maintaining and updating the Association's website</p> <p>Running social media accounts (Instagram, TikTok, Facebook)</p> <p>Working with graphic designers and producers to create publicity materials</p> <p>Working with other positions on Board to publicize Dramat events, season calendar, applications, etc</p> <p>Coordinating publicity campaigns for shows</p> <p>Creating programs for shows</p>	<p>Coordinating outreach efforts with Dramat shows</p> <p>Monitoring at least one show audition per semester</p> <p>Facilitating audition workshops</p> <p>Coordinating with Cultural Centers and student resource centers to encourage a wide range of Dramat show participation and attendance</p> <p>Working with <a href="#">Pathways to the Arts and Humanities</a> to schedule Dining with the Dramat and talkbacks for high school students</p> <p>Organizing educational programming with Spec Ev and VP</p> <p>Collaborating with Policy Director on accessibility efforts</p>	<p>Producing the largest undergraduate play of the semester</p> <p>Leading a team of 5 professionals and approximately 100 students</p> <p>Guiding the show selection process</p> <p>Manage the MS's show budget of over 40K</p> <p>Picking up any production slack throughout the process</p> <p>Ensuring the health and safety of all students working on the show</p> <p>Monitoring auditions and ensure they are accessible, equitable, and just</p>	<p>Acting as point person to ensure that the Board is following through on the Dramat's goals of being as inclusive, accessible, and equitable as possible</p> <p>Working as a project manager: keeping track of deadlines and discussions, initiating collaboration between Board positions, and keeping Board members accountable for meeting deadlines regarding the Plan</p> <p>Working closely with the President to integrate this work into the overall agenda and goals of the Executive Board for the semester</p> <p>Collaborating with Outreach on accessibility efforts</p>
<b>Qualifications</b>	<p>Has some basic knowledge of every production department and is a quick learner</p> <p>Has worked on several shows in a technical capacity or has served as an</p>	<p>Has solid writing and communication skills</p> <p>Is passionate about supporting Dramat membership</p> <p>Is interested in institutional</p>	<p>Has solid writing and communication skills</p> <p>Is interested in publicity or advertising</p> <p>Ready to learn about social media business tools</p>	<p>Has solid writing and communication skills</p> <p>Is passionate about promoting diversity, equity, and inclusion in theater</p> <p>Is interested in working with</p>	<p>Has an ability to learn about all aspects/angles of production</p> <p>Is project oriented</p> <p>Is very organized</p> <p>Is willing to give extraordinary</p>	<p>Enjoys project management (spreadsheets, calendars, etc)</p> <p>Interested in learning about the nuts-and-bolts of running a theater company</p> <p>Passionate</p>

	<p>attentive APO</p> <p>Has a working relationship with UP Technical Advisor</p> <p>Is willing to give extraordinary amounts of time</p> <p>Bonus: Has worked with the previous Production Officer</p>	<p>functions and history of the Dramat</p> <p>Is reliable, a hard-worker, and a great collaborator</p> <p>Ready to learn about Mailchimp</p> <p>Bonus: Has served on Associate Board</p>	<p>Ready to learn the basics of InDesign and Canva</p> <p>Ready to learn the basics of the Wix website interface</p> <p>Bonus: Has a good eye for design</p>	<p>children, education, and New Haven</p>	<p>amounts of time</p> <p>Is willing to listen to and learn from production team</p> <p>Bonus: Has produced, directed or stage-managed a Dramat show</p> <p>Bonus: Is passionate about straight plays</p>	<p>about anti-racism, and making the arts accessible, equitable, and just</p> <p>Committed to listening to the Dramat community to facilitate the translation of feedback into concrete action</p>
<b>Similar Production Roles</b>	<p>Technical Crew Head</p> <p>Producer</p> <p>Stage Manager</p>	<p>Producer</p> <p>Director</p> <p>Member</p>	<p>Designer</p> <p>Graphic designer</p> <p>Member</p>	<p>Actor</p> <p>Department Head</p> <p>Member</p>	<p>Producer</p> <p>Director</p> <p>Stage Manager</p> <p>Department Head</p>	<p>Producer</p> <p>Director</p> <p>Stage Manager</p> <p>Department Head</p> <p>Actor</p>

If you are interested in getting involved with Exec board click here to express your interest!

If you want more information please reach out to the Dramat's President via email at [president@yaledramat.org](mailto:president@yaledramat.org)