

Front Row Centre Players Society

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August 7th, 2015

FRC is Seeking an Individual to act as Inventory Director

Description of the Position

The Inventory Director is a volunteer position appointed by the FRC Executive by the authority of the members of the society. Reporting to the Board President, the Inventory Director is the member of the Board of Directors responsible for the storage and organization of the society's assets including (but not limited to) costumes, props, set pieces, and lighting/effects equipment.

Duties of the Position

- Attend monthly board of directors meetings (usually held on a weekend morning or weekday evening)
- Prepare a monthly report for the board of directors
- Maintain and manage a small team of volunteers that meets regularly
- Determine rental rates for approval by the board of directors
- Arrange rental agreements, including pickup and drop-off of rented items
- Develop/acquire storage facilities and equipment for all assets
- With the assistance of the Inventory Team/Committee:
 - Organise assets
 - On an ongoing basis, create and maintain a database of significant assets
 - Supervise the return of assets after a show
 - Determine and discard under-utilised or unnecessary assets

Preferred Competencies

- Ability to work with a team
- Ability manage a small group
- Basic Understanding of costumes, props, set and lighting
- Basic computer skills - communication by e-mail is a definite must
- Previous experience as a costume designer and/or props coordinator for a community theatre show is an asset.

About Front Row Centre Players

Front Row Centre Players Society is a not-for-profit, volunteer driven, community theatre organization. Founded in 1987 as a church group, FRC was officially incorporated in 1988 and presented their first show, Jesus Christ Superstar. Since then, the company has grown to one of the premier community theatre organisations in the city.

FRC currently produces 4 main stage musical productions in each season, using more than 200 volunteers each year in a multitude of roles. FRC is governed and run by a 14 member volunteer board formed from a mix of elected and appointed directors.

FRC is supported by the Alberta Lottery Fund, Alberta Foundation for the Arts and Calgary Arts Development Authority.

How to Apply

No resume is required, please send a letter of interest, stating why you think you are appropriate candidate for this position via e-mail to Darren Stewart, President, at president@frontrowcentre.ca.

The deadline to apply is August 20th, 2015.