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**Mermaids Committee Roles**

**President**

The President is responsible for chairing weekly public and in camera meetings and making sure that the committee and all productions and events run smoothly. You will be the general point of contact for Mermaids matters and deal often with solving problems for productions. You are responsible for organizing proposal meetings and elections and booking space for all Mermaids events and productions. This position is line managed by the Director of Events and Services and the Director of Student Development and Activities, who also sit on committee and are there for support and advice whenever you need it! You are a keyholder at the Barron (at the Byre) and sit on many theatre related boards and committees, such as the Byre Management Board, the Student Drama Awards Committee, and more.

You will work closely with all of the committee on different matters, but particularly with the Vice President, who will be an invaluable asset in making sure Mermaids runs smoothly. You will also chair Presidents’ Forums with the presidents of Mermaids’ affiliated societies. A lot of this position is checking in on committee and picking up odd jobs and tasks that will otherwise get dropped. There are often sporadic fires to be put out, and so the work is always changing, but that makes it all the more fun!

Candidates for this role should be very organized, have strong communication skills, work well in a team, and be incredibly passionate about theatre!

If you have any questions or want to chat about the role, please contact Clara Harrison (merpres@).

**Vice President**

The Vice President is in charge of both Mermaids finances and wellbeing support for the committee and anyone involved with our shows. You are responsible for setting the annual budgets and keeping on top of exactly what is coming in and out of the Mermaids accounts. You liaise with the Christmas Ball Convenor, Costumes Officer, Engagement Officer, Marketing Officer, Set & Props Officer, and Technical Officer regarding the setting of their budgets as well as purchases and contracts. As the Vice President, you get involved with Christmas Ball specifically to ensure that the budget remains a consideration and to help navigate staying within budget. The Vice President also is the financial line manager for the Student Projects, SAND (St Andrews New Drama) and Blackbox.

You are the primary point of contact on committee for anyone having wellbeing issues linked to their involvement with Mermaids, and you make sure everyone on committee feels supported and finds their time on the committee enjoyable (and plan plenty of committee socials!). This means you need to be friendly and approachable, but willing to confidently discuss issues in the committee and represent their interests. You must also be able to tactfully handle more sensitive concerns that might arise. You must be able to establish a strong working relationship with the President, be able to support them with the daily running of Mermaids, and willing to chair meetings whenever they are unable to do so. The Vice President must be available and able to help the President figure out any difficult issues or decisions. Applicants should have significant experience and a detailed understanding of how Mermaids operates and be highly organised and approachable.

If you have any questions about the role, email Isabelle Molinari (ijm20@)

**Productions Treasurer**

This role is a fabulous opportunity if you are organized, like talking to people, and like orderly lists. In this role, you will be a point of contact for artists with dreams much bigger than their budget. Mermaids does its best to ensure that finances don’t constrain artistic output and so working alongside productions to advise on ways to spend and save is essential. The budget form frightens most people, so you are an essential advisor from proposals until after the show.  You, along with the Vice President, are responsible for reporting to the committee on the financial performance of Mermaids and will act as liaisons between the committee and Jillian Cowan – the Union Management Accountant. You work closely with Jillian, managing the individual show accounts. You don’t have to excel at math, as long as you know that negative numbers are bad when it comes to profit! Being comfortable with spreadsheets is not a requirement, but definitely makes the job easier. Your main role is supporting the producers of each show with budget issues up until the show. The Productions Treasurer just needs to be a friendly face to the scary budget form, willing to provide advice and guidance whenever necessary.

If you have any questions about being Productions Treasurer, email Sam Mason (slfm1@)

**Productions Coordinator -**

If you’re looking for a committee role all about people skills, problem solving, and many coffee dates, then Productions Coordinator is the role for you! The role has lots of varied responsibilities and requires time and effort, but it is immensely rewarding. As Productions Coordinator, you are the initial point of contact for all production teams. Throughout the year, you will support teams from proposal to performance, explaining how to fill out forms, answering questions via email and in office hours, and representing productions to the committee. You will liaise with the rest of the committee to ensure that all aspects of a production are going smoothly: i.e. rehearsals have been scheduled; props, costumes, and sets have been requested; and health and safety guidelines for each rehearsal and performance venue, particularly regarding Covid-19, are being followed. Primary responsibilities also include sending acceptance and rejection emails following show proposals, working with the Union to purchase production rights, and overseeing the Freshers’ Drama Festival, a week-long celebration of theatre performed, directed, and produced by freshers and those new to the St Andrews theatre scene. Leading up to and during the Freshers’ Drama Festival, you will act as a mentor to new Mermaids and provide additional help through every step of the process - in my experience, it’s the greatest perk of the job, as many Mermaids start here and it is extremely rewarding! Finally, you are responsible for working alongside the Engagement Officer to organise the Mermaids Shadowing Scheme, an opportunity for students to work alongside experienced production team members, and generally assisting the rest of the committee where needed.

Prerequisites for this position are simple: you have to be friendly and approachable, efficient and organised, knowledgeable about the process of producing shows in St Andrews (some experience directing or producing in St Andrews is key!), and finally, passionate about theatre!

If you have any questions about the role, email Marisa Singh (mas42@).

**Christmas Ball Convener -**

The role of Ball Convener places you in charge of organising Christmas Ball, Mermaids’ primary fundraiser and one of the biggest events of the year! Working closely with the Vice-President and the Union Cash Office, you’ll manage a budget of around £50000. With a capacity around 1700, you’ll need to have excellent organisation, communication, and time management skills. You will be leading an executive committee as well as a wider subcommittee, so delegation and leadership skills are also very helpful to make sure all the jobs are getting done.

The role also allows you to plan The Golden Seashells, Mermaids’ end-of-the-year awards social. This event is very flexible and can really be shaped into anything. Usually catering to around 100 guests, it is a much simpler project than Christmas Ball but still requires the same organisation and communication skills.

The position of Ball Convener is an incredible opportunity to gain experience in event planning, fundraising, and team leadership! If you have any questions about the role, please contact Sarah Garde (christmasball@).

**Set and Props Officer -**

The role of Set and Props Officer is first and foremost an organizational one, particularly suitable for you producers and stage managers. You will be the first point of contact and information for sourcing sets, materials to build sets, and props for the shows Mermaids passes, and often for outside groups as well. You are responsible for gathering sets and props lists from shows and liaising with the Byre Technical team to organize weekly van runs to ensure shows have all their sets and props in time for their performances. You will have control over the stock of these things that Mermaids owns and will organize what is available through the Barron Catalogue. You will also be able to expand the supply of things that are reasonably necessary for sets and props, for example, tools for set building, paint, or props that would be used for a lot of shows. Set & Props officer also books out the Mermaids owned keyboard, and schedules time in the workshop (which we will hopefully have again soon!). You will also be on the Barron subcommittee as well as the Mermaids committee and have a role in the transition to the Byre residency.

If you have any questions about the role, email Judith Somerville (js421@)

**Secretary -**

As Secretary for Mermaids, you are the record keeper: you are responsible for creating the agendas (by ensuring that apologies and points of discussion are included) for and taking the minutes in meetings. This is extremely important as all votes and decisions have to be recorded and the public nature of Mermaids as a subcommittee means they have to be clear and organised. Organisation is probably the most important characteristic required to be Secretary.

 You are in charge of the Mermaids email account, which means you are responsible for ensuring the weekly Mermail has the required content for the coming week and for sending it out. This also means that you will have to sort and forward the emails that are sent to the account to the relevant people. You are also responsible for updating the Performing Arts Calendar, and you will have a role in the upkeep of the Barron Library. Though there is not much direct interaction with people, your voice and vote is incredibly vital and being Secretary is a very rewarding role which will teach you a lot about how the committee works.

If you have any questions about the role, please email Taylor Colbeth (tnc1@)

**Mermaids Engagement Officer  -**

Engagements officer is a position that lets you work directly with lots of people, and gives you lots of creative freedom over the kind of events you would like to run. The duties of this position can be categorized into 3 sections : organizing freshers week, organizing workshops during the semester, and organizing socials. Of course, any other events that you would like to run within this are both entirely possible and wholly encouraged. The Engagements Officer position is one that starts off with a bang as freshers week is your time to shine. You’ll be responsible for liaising with the committee and our affiliates to plan a slate of give-it-a-go workshops, hosting the Freshers Fayre booth, and planning any other socials during that first week. Then throughout the year you have a budget to apply towards hosting socials for the community and workshops with industry professionals. These workshops can range from collaborations with University staff to leading practitioners across the world. You’re responsible for seeing that Mermaids always stays fun, informative, and above all remains a great way to make friends and share a passion for all things theatre.

If you have any questions about the role, email Heather Tiernan (ht47@)

**Barron Manager -**

The 2021-2022 academic year has been something of a teething period for the Barron Theatre. The relocation from the site on North Street to the Byre Studio has resulted in various operational changes with regards to the day-to-day management of the venue, but it has also meant the building of new relationships with the Byre staff and the emergence of new possibilities for the use of the space.

The 2022-2023 Barron Manager will be responsible for continuing to consolidate those operational changes, build those relationships, and realise some of those possibilities. This will involve:

* Overseeing the artistic direction of the Barron Theatre by programming shows and events produced by Mermaids as well as by other student and community groups.
* Leading on strategic planning in order to ensure we are making best use of the venue; this could include diversifying programming, increasing training opportunities, or investing in new resources.
* Representing venue users’ interests in ongoing negotiations with the University; these currently concern asset storage, access to the venue, and workshop provision.
* Liaising with the Byre staff on health and safety guidelines, operational issues, and audience development.
* Leading the Barron Subcommittee to ensure that technical, marketing, and front of house operations all run smoothly.

Barron Manager is an exciting opportunity to gain experience in venue management and to shape a new era of student theatre in St Andrews. Whilst there are still issues to resolve relating to our relocation to the Byre Studio, there is also lots of potential to be realised. The ideal applicant will be highly organised, resourceful, and forward-thinking. They will need to have an in-depth understanding of the performing arts community in St Andrews, and be committed to maximising opportunities in student theatre.

If you have any questions about the role or its requirements, please email Alice Banks (aeb28@)

**Costumes Officer -**

The Mermaids Costumes Officer must combine creativity with organisation. You would have complete control of the extensive costumes wardrobe and be the liaison with all productions regarding costumes and makeup, as well as guiding them on areas such as design and historical accuracy. You will be responsible for allowing products from affiliated societies to borrow costumes as well as taking deposits from non-affiliated productions. You must be able to be diplomatic as different productions often ask for the same items concurrently. Sewing skills are preferred to the role as well as the recognition that the role is a big time commitment as you must be willing to help individual productions at short notice as they require you. The Costume officer will need to work with the Byre in order to ensure that all productions have the correct costumes ready to use from the storage room outside of St. Andrews. Finally, the Costume Officer will have the choice of finishing the digitization of the website, by taking photos of each item and uploading it.

If you have any questions about the role, please contact Amalia Villegas (av92@).

**Tech and Operations Officer -**

The Technical Operations Officer is the role on the mermaids committee that deals with the logistics of the shows that go up and there are two main sides to that: Technical, and Health and Safety. The technical side of the role requires liaising with the production teams to make sure their technical aspects are all possible to achieve and helping each team to find a technician. You’ll also have to ensure that there are enough trained technicians to help run shows and try to ensure that anyone who’s interested in getting involved has the training and the opportunity to work on shows. To facilitate this, you will help lead Tech Training Days semi-regularly in order to provide training to new and aspiring technicians. The role also puts you in charge of health and safety inside Mermaids and requires making sure that risk assessments are provided for each show and that they’re updated to incorporate any changes during the rehearsal process. In addition to the Mermaids committee, you sit on the Barron subcommittee. This means you will participate in conversations and decisions that affect the Barron’s day-to-day and long-term objectives. Alongside this you will act as a key holder for the Barron, and contribute to the organization of get ins and outs for different Barron productions.

If you have any questions about the role, email Robert Moran (rjm34@).

**Box Office Manager -**

The Mermaids Box Office Manager primarily makes sure that shows get seen and money gets made! So, what does that actually mean? You are in charge of talking to production teams and the union web team, running the box office for every Mermaids production with a small team, ticket design, press coverage, and complimentary tickets. You organise everything from individual reservations to press contracts so as many people see and hear about the show as possible. This role also involves the organization of tickets and wristband collection for Christmas Ball. Additionally, you will handle the archive of mermaid's material, i.e. collecting tickets, programmes and posters from all the productions. I would highly recommend the job to anyone who wants to get involved with theatre in St Andrews - being at the Box Office every week is a great way of meeting people who love theatre in St Andrews. It is a perfect role for anyone who is organised, comfortable with being a keyholder and cash-handling, likes working in a team, and who wants to be responsible for the friendly front-of-house at every Mermaids show.

If you have any questions about the role, email Mariana Razina (barronboxoffice@)

**Marketing Officer**

Mermaids Marketing Officer is an exciting opportunity for anyone who enjoys design and social media management. Some prior experience in this role is great but not required! If you manage your own social media pages, know how to use Photoshop or Canva and believe in advertising theatre opportunities to diverse audiences, then you’re totally qualified!

Working with Mermaids, you will be creating graphics and social media posts for the committee, advising shows on how to make their marketing more effective and evaluate the proposals every semester. This is an incredibly varied and rewarding job — a great chance to develop your creative skill and help create the look and presence of Mermaids.

Anyone who wishes to run for Marketing Officer, please think about how you could market a production of *Macbeth.* Think about designs for both cover and profile pictures as well as any additional materials you think may be appropriate (sketches are fine but if you have graphic design skills, please use them!). Please send these designs to our President, Clara, (merpres@) at least 24 hours before the AGM.

If you have any questions about the role, please email Ela Wong (Lsw5@)

**Fringe Representative (Must be available in August 2022)**

The Edinburgh Fringe is the world’s largest Arts Festival, and you are responsible for facilitating Mermaids being there. As the Fringe Rep you are responsible for the build up to the Fringe, representation of Mermaids in Edinburgh in August and feedback to the committee in September. This involves helping groups out before applications for funding as well as leading successful productions through the Fringe application process. In the summer you will be the face of Mermaids in Edinburgh, helping with any last-minute things, organising group press sessions and assisting teams in their important publicity at the Fringe. It is a great way to get involved with arts administration and management and see what theatre lies outside St Andrews!

If you have any questions about the role, email Louise Anderbjörk (Lsea1@)