

MEMBERS HANDBOOK

This handbook is aimed at giving you the contact details of Officers, Directors, Heads of Departments and Team Leaders. It means that getting involved in the life of the theatre has never been easier. So whatever your interest, why not give the appropriate person a ring or send them an email.



PRESIDENT
Leighton Hirst
T - 01484 716294
E - president@halifaxplayhouse.org.uk



CHAIRMAN
Keith Royston
M - 07873 596178
E - keith.royston@hotmail.co.uk



FINANCIAL DIRECTOR
Martin Straw
T - 01422 376815
E - finance@halifaxplayhouse.org.uk



COMPANY SECRETARY
Jean Stopford
T - 07799 531315
E - secretary@halifaxplayhouse.org.uk



DIRECTOR
Mike Bellenie
E - michaelbellenie298@btinternet.com



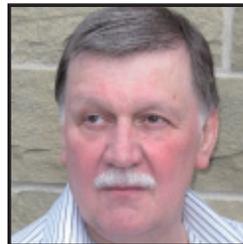
DIRECTOR
Chris Baldock
T - 0789 999 1965
E - publicity@halifaxplayhouse.org.uk



DIRECTOR
Christine Marsh
M - 07979 967182
E - christinemarsh@talktalk.net



DIRECTOR
Margaret Biglands
T - 01422 822490
E - mbiglands@totalise.co.uk



DIRECTOR
John Eastwood
M - 01422 381393
E - redbrickleanto@gmail.com



DIRECTOR
Marion Reynolds
T - 01422 618774
E - dam.reynolds1@sky.com



DIRECTOR
Paul Wadsworth
M - 07590 509805
E - greenwad@btinternet.com



DIRECTOR
Clifford Jones
M - 07970 427814
E - oldcanalman@gmail.com

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Box Office 01422 365998

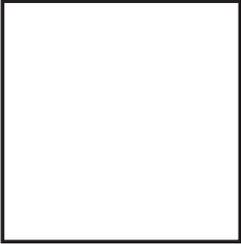




DIRECTOR
Derek Smith
 T - 01422 616140
 E - derek100851
 @yahoo.co.uk



DIRECTOR
Karl Eaton
 T - 01484 516547
 E - karl@karleaton.
 freeserve.co.uk



DIRECTOR
 Vacant post



DIRECTOR
Olinda Oleksewycz
 T - 07811598875
 E - olindaoleksewycz
 @hotmail.com

TECHNICAL TEAM

The Thespians Stage Directors are Gerard Marescaux - stage@halifaxplayhouse.org.uk (07715 363662) and Leighton Hirst, who oversee the technical and stage teams as well co-ordinating the technical training and liaison with hirers. The Technical team is made up of a number of disciplines and the contact for each is listed below:

LIGHTING - stage@halifaxplayhouse.org.uk

Designing, setting up or operating the lighting for a show can be a rewarding experience. You get to play a part in the success of the production and you don't have to be a technical genius to be involved. If you can read a script and push a button you can operate the lighting for a performance. As for the slightly more technical aspects, such as design and preparation, we can get you up to speed through the technical courses that we run.

SOUND Secretary Polly Bryan (01422 833759)

As with Lighting there are a great many opportunities whether you're a beginner or an experienced practitioner. Call Polly for more details or email pollybryan@ymail.com

FURNITURE Manager Paul Wadsworth 07590 509805 or greenwad@btinternet.com

This role includes large and small items of furniture; plus radios, clocks, sinks, mirrors, carpets, rugs and other large props. Also transfer from the store and The Playhouse.

WARDROBE

We have our own costume store at the Carlton Rooms. If you would like to become part of the Wardrobe Team please contact Norma Bateman on 07710 405764 or 01422 246369 or email normabateman@outlook.com. For Costume Hire enquiries please contact Marion Reynolds on 01422 618774.

PROPS Team Organiser - Janet Clegg (07985 599118) cleggieuk@hotmail.co.uk

A props team usually consists of 2 or 3, occasionally 4 people, with experienced leaders who are always grateful for extra help.

SOFT FURNISHINGS - Yvonne Kniveton (01422 251002)

Soft furnishings cover curtains, both drapes and nets, cushions, bed linen, tablecloths and serviettes (but not carpets and rugs). It sometimes involves re-covering chairs and settees, so it helps to be able to sew.

PROMPTING

Prompting is a great opportunity to see how directors work and understand what goes into creating a production. If you would like more information, then please contact promptfinder Jo White on jowhite1960@gmail.com; telephone 01274 815224 ; or text 07745 232561.



CASTING & PLAY SELECTION

Contact Chair: John Eastwood on 01422 381393 or by email via casting@halifaxplayhouse.org.uk. The Casting and Play Selection committee members are responsible for choosing up to 8 main stage plays each year as well as a number of Bar Studio plays and rehearsed readings.



They read up to 100 plays during the year and their democratic choice of programme is then passed to the Board of Directors for approval. They are also responsible for the training of actors and directors.

BUSINESS MANAGER

Julie Johnston. Email: business@halifaxplayhouse.org.uk. Julie is responsible for all hirings of The Playhouse and the Carlton Rooms.



FRONT OF HOUSE DUTY MANAGERS

As a Front of House Manager you are responsible for looking after the audience and dealing with any situation that happens “Front of House”. The role covers responsibility for the audience and overall responsibility for Front of House before and during performances to include opening entrances, switching on lights and liaison with the stage manager and bar personnel.

As a new FOH manager you will be given thorough training and support and so we hope you will come and help us. If you would like more information, then please contact Ian Slim at ianslim2010@btinternet.com

BAR COMMITTEE

The Bar committee is responsible for all aspects of the running of our friendly theatre bar and would welcome new helpers – experience is not needed as you will be given support and training where necessary. If you would like to help, please contact: Bar Manager Rob Billson on 01422 368193 or rbbillson@gmail.com



BUILDINGS MANAGER

For any issues with our Carlton Rooms buildings please contact Chris Horn on 07770 300047. For The Playhouse contact the Chairman.

FOYER SALES

Volunteers are always needed to sell sweets, ice-cream and programmes. Please ring Marion for more information on 01422 618774 or email her at dam.reynolds1@sky.com

RAFFLES / COFFEE SALES

If you would like to help with selling raffle tickets or serving coffee at our main stage productions then please contact Melanie Duff by email melanieduff14@yahoo.co.uk

PUBLICITY & MARKETING - Chris Baldock publicity@halifaxplayhouse.org.uk

The Publicity Team looks after all the publicity for the Halifax Playhouse, including Thespian main stage and bar plays, performances by our hirers, bands, concerts and other one-off events. This includes communication with public and members using a wide variety of media. Contact Secretary Diana Green on 01422 355990 for more info.

CURTAIN-UP NEWSLETTER

Curtain Up is your newsletter and so if you have a story or event of interest to members then please contact Editor Chris Baldock by telephone on (home) 01422 375539 (mobile) 0789 999 1965 or by email: publicity@halifaxplayhouse.org.uk

GARDENING TEAM

The Playhouse garden is much admired by members and passers-by alike, and this is due to the love and care lavished on it by a group of dedicated members. Volunteers are divided into four groups each with a leader, and they care for the garden for a fortnight in their turn. So to enjoy their company and good fresh air contact organiser: Margaret Biglands at mbiglands@totalise.co.uk



Playhouse ST is part of an initiative to empower young people to acquire life-long skills. This will be achieved through regular weekly workshops led by professional educators and theatre experts. These weekly sessions at the Carlton Rooms will run from 7pm to 9pm on Wednesdays.

You can find out more by following us on any of the links below:

Email: stagetrain@halifaxplayhouse.org.uk

Twitter: <https://twitter.com/PlayhouseST>

Facebook: <https://www.facebook.com/PlayhouseStageTrain>