

# 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 - chair@halifaxplayhouse.org.uk



**FINANCIAL DIRECTOR**  
**Ian Henderson**  
T - 01422 373252  
E - finance@halifaxplayhouse.org.uk



**COMPANY SECRETARY**  
**Guy Liddell**  
T - 01422 373579  
E - secretary@halifaxplayhouse.org.uk



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



**DIRECTOR**  
**Mike Bellenie**  
E - michaelbellenie298@btinternet.com



**DIRECTOR**  
**Polly Bryan**  
T - 01422 833759  
E - pollybryan@ymail.com



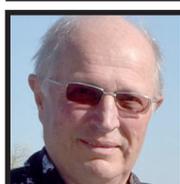
**DIRECTOR**  
**Alan Cunnington**  
T - 07776 308249  
E - acunnington@hotmail.co.uk



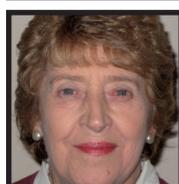
**DIRECTOR**  
**Polly Christopher-Garcie**  
E - kulamala@gmail.com



**DIRECTOR**  
**Judith Hardaker**  
T - 01422 346730  
E - judithlearnourway@hotmail.co.uk



**DIRECTOR**  
**Chris Horn**  
M - 07770 300047  
E - kryes@btconnect.com



**DIRECTOR**  
**Jeanne O'Rourke**  
T - 01422 353302  
E - johnorourke999@btinternet.com

[www.halifaxplayhouse.org.uk](http://www.halifaxplayhouse.org.uk)  
Box Office 01422 365998





**DIRECTOR**  
**Nigel Town**  
 T - 07767 700822  
 E - nigel@tthonline.co.uk



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

Most of our productions involve a prompter keeping a close eye on the script to help ensure our actors are never lost for words! If you want to be really involved in plays and the rehearsal process, this could be for you. To find out more, contact Jo White on jowhite1960@gmail.com or 01274 815224.



### **CASTING & PLAY SELECTION**

Contact Chair: John Eastwood on 01422 381393 or by email via [casting@halifaxplayhouse.org.uk](mailto: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](mailto: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 ultimate 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](mailto: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: contact Bar Chairman Ian Byfield 07803 989446 [ianbwrites@btinternet.com](mailto:ianbwrites@btinternet.com)



### **BUILDINGS MANAGER**

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

**HOSPITALITY MANAGER - Giselle Herbert** at [peterpan53@icloud.com](mailto:peterpan53@icloud.com) or 07894 831233. Giselle tries to keep the Hospitality wheels running smoothly; ensuring a friendly, warm reception and making the comfort of patrons, guests and visitors throughout the theatre a priority.



### **FUNDRAISING**

L.I.F.T. (Launch Into Future Theatre) is the fundraising department at The Playhouse. The team regularly organises events in the Bar Studio and encourages individuals to run their own fundraising initiatives for the benefit of the theatre: to support refurbishments and purchase of equipment as well as help to improve accessibility and inclusivity for the community. Contact the Fundraising Manager, Giselle Herbert, if you would like to help.

### **The Courtyard Cafe**

An extensive sandwich and snack menu is available Monday - Friday 11.30am - 1.30pm. Also open for every Saturday matinee 12.30pm - 2.15pm. Our Afternoon Tea menu is available to book in advance (5 days) and is only £8 for members. Contact The Courtyard Cafe Manager on 01422 349780 for reservations.

### **FOYER SALES**

Volunteers are always needed to sell sweets, ice-cream and programmes. Please ring Kate for more information on 01422 365998 or email her at [boxoffice@halifaxplayhouse.org.uk](mailto:boxoffice@halifaxplayhouse.org.uk)

### **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 Murray by email [melanielisamurray@gmail.com](mailto:melanielisamurray@gmail.com)

### **PUBLICITY** - Chris Baldock [publicity@halifaxplayhouse.org.uk](mailto: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 Ian Byfield by telephone on 07803 989446 or by email: [ianbwrites@btinternet.com](mailto:ianbwrites@btinternet.com)



### **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 meet on the first Tuesday of each month at approximately 10.30a.m. So to enjoy their company and good fresh air contact organiser: Margaret Biglands at [mbiglands@totalise.co.uk](mailto: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](mailto:stagetrain@halifaxplayhouse.org.uk)  
Twitter: <https://twitter.com/PlayhouseST>  
Facebook: <https://www.facebook.com/PlayhouseStageTrain>

Produced by the Halifax Playhouse Publicity Team. September 2018