

# MEMBERS HANDBOOK



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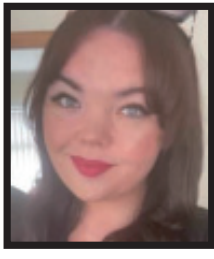
DIRECTOR  
**Rob Billson**  
M - 07540 888641  
E - rbbillson@gmail.com



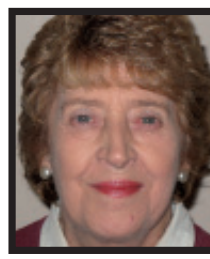
DIRECTOR  
**Polly Bryan**  
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E - pollybryan  
@ymail.com



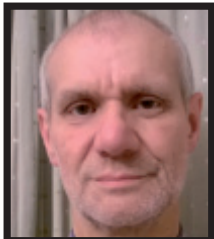
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DIRECTOR  
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DIRECTOR  
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DIRECTOR  
**Paul Wadsworth**  
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DIRECTOR / ESTATES  
**Vacant Post**

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.

## **TECHNICAL TEAM**

The Thespians Stage Director is Gerard Marescaux (07715 363662) [stage@halifaxplayhouse.org.uk](mailto:stage@halifaxplayhouse.org.uk), who oversees 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:



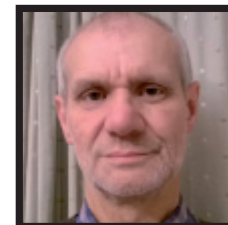
### **LIGHTING** - [stage@halifaxplayhouse.org.uk](mailto:stage@halifaxplayhouse.org.uk)

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** - Alex Bryan. Sound organiser Keith Royston (07873 596178)

As with Lighting there are a great many opportunities whether you're a beginner or an experienced practitioner. Call Keith for more details or email [membership@halifaxplayhouse.org.uk](mailto:membership@halifaxplayhouse.org.uk)

**FURNITURE** Manager Paul Wadsworth [greenwad@btinternet.com](mailto:greenwad@btinternet.com) or 07590 509805. 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](mailto: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](mailto: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**

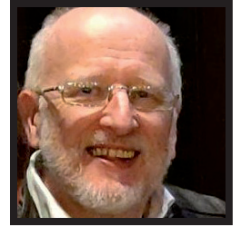
Soft furnishings cover curtains, both drapes and nets, cushions, bed linen, tablecloths and serviettes (but not carpets and rugs). It sometimes involves re-covering chairs and settees, so it helps to be able to sew.

## 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 [stage@halifaxplayhouse.org.uk](mailto:stage@halifaxplayhouse.org.uk)

## ARTISTIC DIRECTOR

Contact: Gerard Marescaux - [stage@halifaxplayhouse.org.uk](mailto:stage@halifaxplayhouse.org.uk) or ring on 07715 363662. The Artistic Director chairs the Casting and Play Selection committee members are responsible for choosing up to 8 principal productions 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.



## 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 Chair Ian Byfield on 07803 989446 or [ianbwrites@btinternet.com](mailto:ianbwrites@btinternet.com)



**PUBLICITY TEAM** - 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. Curtain Up is our members newsletter so if you have a story or event of interest to members, then please contact Editor Ian Byfield [ianbwrites@btinternet.com](mailto:ianbwrites@btinternet.com). For website related content contact [martyn@halifaxplayhouse.org.uk](mailto:martyn@halifaxplayhouse.org.uk). For anything else, please contact Chris on 0789 999 1965.



## HOSPITALITY MANAGER

Polly Bryan: 01422 833759 email: [pollybryan@ymail.com](mailto:pollybryan@ymail.com)

Polly is responsible for welcoming both members and visitors to the Playhouse and raising the Thespians profile and represents the Front of House Team on the Management Committee. Her team includes:



## **FOYER / COFFEE SALES**

If you would like to help with selling sweets and ice-creams from our Foyer kiosk or serving coffee in the Courtyard Cafe at our main stage shows, then please contact Melanie Murray by email [melanielisamurray@gmail.com](mailto:melanielisamurray@gmail.com)

## **FRONT OF HOUSE DUTY MANAGERS**

As a Front of House Manager you are responsible for looking after all matters concerning “Front of House” at the Playhouse. Your duties will cover the audience and overall responsibility for Front of House before, during and after performances these include opening entrances, switching on lights and liaising with the stage manager and bar personnel. As a potential new FOH manager you will be given thorough support through our shadowing training programme. Why not come and join us for a rewarding experience. Intrigued? Then contact Mike Bellenie for more information, at [belleniemike06@gmail.com](mailto:belleniemike06@gmail.com)

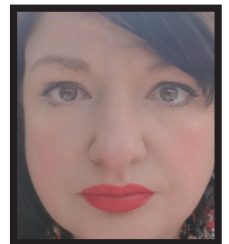


## **ESTATES MANAGER**

The Estates Manager is responsible for our buildings and grounds at The Playhouse and at the Carlton Rooms, ably assisted by Chris Horn. For any issues please contact Chairman Keith Royston.

## **HEALTH & SAFETY MANAGER**

Sharon Old is responsible for all issues relating to Health & Safety at The Playhouse and at the Carlton Rooms. Sharon can be contacted by email: [socialmedia@halifaxplayhouse.org.uk](mailto:socialmedia@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. So to enjoy their company and good fresh air contact [membership@halifaxplayhouse.org.uk](mailto:membership@halifaxplayhouse.org.uk)

## **PLAYHOUSE STAGEWORKS**

Playhouse StageWorks 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 7:30pm to 9:30pm 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)

Facebook: [www.facebook.com/PhStageWorks/](http://www.facebook.com/PhStageWorks/)