

Tuesday Night Café (TNC) is a student theatre company responsible for theatre operations and maintenance in the Morrice Hall theatre. TNC is partially funded by, and an integral part of, the Department of English Drama and Theatre Program of McGill University. TNC functions primarily as a resource for Drama students and others to engage in extracurricular practice and study of theatre arts and crafts.

AIMS AND OBJECTIVES

- 1) Tuesday Night Café will present throughout the academic year a series of productions chosen by its outgoing and incoming executive. Play proposals, including a copy of the script, CV of the director, summary of the play and a budget breakdown, must be submitted, and interviews will be held with the prospective directors. Interviews will be held with incoming and outgoing executive members as well as TNC's faculty advisor. Plays will be chosen based on appropriateness of the play for TNC Theatre, director's experience, and to put together a balanced season. These productions may range in complexity from simple play or poetry readings or exercises, to fully rehearsed productions. The widest possible range of activities and the fullest possible student participation are encouraged. TNC performances may be open to the public, with or without admission fees, as the executive sees fit. Directors must be a member of the McGill community, and open auditions must be held at McGill. If a member of the executive is proposing a play, the individual will recuse himself or herself from the selection process and the faculty advisor may replace this individual on the selection committee.
- 2) In keeping with its character as a learning centre for theatre arts and crafts, Tuesday Night café will sponsor, through the academic year, lectures, workshops, demonstrations by visiting artists, and other forms of educational activity designed to enrich the experience of its members. Such activities may, and should, include contacts with local amateur, educational and professional theatre.
- 3) Tuesday Night Café will, as time and resources permit, attempt to aid students to acquire the technical expertise necessary to gain access to university equipment used in the staging of its productions.
- 4) Tuesday Night Café may, at the discretion of its executive, sponsor occasional performances by individual performers or groups external to McGill when...
 - i) it is considered that such performances will enrich the theatre experiences of its members and the McGill community,
 - ii) such performances do not encroach on the space and facilities normally required for other TNC activities,
 - iii) suitable financial arrangements can be made without prejudice to funds allocated to other TNC activities.

EXECUTIVE MEMBERS

The executive of Tuesday Night Café shall consist of the Executive Director, Production Director, Finance Director, Publicity Director, two (2) ARTifact/Events Coordinators, Technical Director, the Front of House Manager and the Art Director, chosen by the previous year's executive for a term to run from May 1st of the year during which they were selected to April 30th of the following year. Tuesday Night Café shall be governed by this executive and this governance shall be overseen by the TNC Department of English Faculty Advisor. Each officer will have particular areas of responsibility as defined in the following section.

DUTIES OF EXECUTIVE MEMBERS

Executive Director

- 1) Set the goals for the company, which should be reflected in the shows, workshops, and executive activities.
- 2) Ensure that all executive members are on task and working toward their goals while providing a supportive resource for other portfolio obligations.
- 3) Liaise with the Moyse hall and the English and Islamic Studies departments on non-technical issues, as well as consulting with the appropriate members of the English department in the event of an emergency.
- 4) Provide an agenda for all executive meetings. Record and distribute minutes from executive meetings.
- 5) Check the TNC e-mail account (tnctheatre@gmail.com pwd: mcgill) at least once per day.
- 6) Change the TNC answering machine message for each show. (Provide relevant show information, reservation information)
- 7) Improve and expand TNC's external relations through reaching out and representing TNC on Fine Arts Council, McGillStage, and other student initiatives.
- 8) Coordinate dates and events between other McGill theatres, with an emphasis on shared events for the sake of publicity and community
- 9) Coordinate external events, like Activities Night and the TNC Open House
- 10) Conduct a post-mortem of each production to analyze the gather useful feedback from the productions as to how we can do better as the executive
- 11) Buy extra locks and rotate the locks on the cage and the TNC locker after each show. 12) Make sure that all relevant people are up to date on which combination lock is in place where, and that they know the combination.
- 13) Maintain a dialogue with McGill community about how TNC can better serve student interests

At the beginning of the year

- 1) Gather executive committee contact information (phone number, e-mail, student number) and get 24-hour access to Morrice Hall for all executive members.
- 2) Establish a suitable time for executive meetings.
- 3) Distribute office keys.
- 4) Send all relevant information (list of show dates, executive member names, e-mails and phone numbers) to the necessary members of the English department.
- 5) Rent a locker in the basement of Leacock or in the Morrice Hall lobby to hold the theatre keys.
- 6) Sign up for Activities Night.

Production Manager

- 1) Represent the TNC executive to TNC productions, (i.e. establish our working relationship with them and ensure friendly relations).
- 2) Ensure that productions are running smoothly by visiting rehearsals, conducting regular production meetings, reminding them of deadlines, setting deadlines for them, and ensuring that production members are on task.
- 3) Obtain performance rights for productions in time for the first production meeting.
- 4) Make resources available to the productions, in particular by making the executive accessible.
- 5) Make information available for the exec and for the productions to contact each other.
- 6) Organize and run production meetings with directors and their stage managers. The first should take place at least six (6) weeks in advance of the first performance and include the introduction of the executive (relevant members should be present), a reading of the contract and an outline of the production's budget and fiscal responsibilities.
- 7) Make sure that actors and other members of the production are aware of the reservation policy and that their guests will be accorded no special privileges on performance nights.

Director of Finance

- 1) Calculate budgets for each TNC venture and production and provide a budget for each executive portfolio.
- 2) Process receipts and submitting expenses for reimbursement from the English Department, including, but not limited to:
 - i) Production expenses
 - ii) Performance rights payments (with Production Manager)
 - iii) Porters
- 3) Keep records of expenditures and deposits, in particular to help make recommendations for future activities based on money gained/lost
- 4) Determine the financial viability of end of the year purchases and coordinate with other executive members to make necessary and worthwhile purchases
- 5) Organize fundraising and sponsorship initiatives when viable, and manage the funds and expenses related to each accordingly
- 6) Determine pricing for special events/deals regarding ticket sales (in particular first year discounts)
- 7) Determine prices of concessions to ensure maximum profitability.
- 8) Ensure that security and porter fees are paid for performance nights.

Technical Director

- 1) Maintain TNC's technical space, including backstage, onstage, and cage areas
- 2) Maintain an up-to-date inventory of TNC materials to facilitate borrowing, etc.
- 3) Consult with Moyse staff (Mike, Keith) on technical issues. Ensure relations with them remain positive.
- 4) Inventory management: keep TNC backstage well stocked, including construction materials, bulbs, cables, etc.
- 5) Ensure that TNC remains a safe working environment.
- 6) Oversee technical activities of all productions, including safety and behaviour regarding use of space, but also ensuring that plots are made and are appropriate for the space, as well as ensuring that the productions' technical deadlines are met.
- 7) Help productions find the human resources necessary to see their productions through.
- 8) Be present at the strike for each show.
- 9) If there is work going on in the theatre the tech director should know about it and be an active part in all stages of completion. This includes work undertaken by entities not affiliated with TNC (e.g. the Islamic Studies department). The tech director should be the consultant for the TNC space as Keith is for Moyse Hall.
- 10) Determine viable technical upgrades for the theatre.
- 11) Inventory and organize the cage area.

ARTifact / Events coordinators (2)

- 1) Organize and execute the ARTifact festival
- 2) Gather performers, artistic submissions, evaluate ARTifact play submissions and organize the 24-hour playwright competition.
- 3) Ensure that ARTifact is representative both of McGill and Montreal arts, and of TNC's annual goals.
- 4) Organize and execute Tuesday Night workshops, including gathering workshop leaders, determining what students want to do, coordinating the space with regular season TNC shows, etc.
- 5) Explore ways for TNC to branch out with other McGill theatre companies and with the greater theatre/arts scene in Montreal.
- 6) Stimulate dialogue between TNC and the student body.

Front of House and Office Director

- 1) Inventory the office, keep the office clean and keep it organized so that everything in the office is easily found and returned to whence it came.
- 2) Compile the Front of House schedule
- 3) Ensure concessions are well stocked and that their sale remains profitable (get a Costco membership)
- 4) Organize/help produce FOH displays to ensure that each show is represented at a standard appropriate to TNC theatre
- 5) Maintain an off-season informational display in the TNC marquee space
- 6) Keep the office stocked on office supplies (stapler, staples, printer paper, printer ink, pens, dry erase markers, etc.).
- 7) Manage reservations (online and by phone, although checking messages is the responsibility of the whole executive) as well as maintain the reservation list in an Excel spreadsheet on the office computer.
- 8) Conduct FOH training.
- 9) Ensure that all materials are ready for FOH procedures, with an emphasis on the number of tickets and programs.
- 10) Put out calls for ushers and coordinate their activities (especially usher training)
- 11) Establish and maintain an organized method to keep track of Front of House activities relating to ticket sales and concession sales.

Publicity Director

- 1) With the art director and artistic directors, develop marketing strategies for each production including, but not limited to, teaser posters, season posters, show posters and publicity stunts.
- 2) Compile and distribute press releases to internal and external media outlets.
- 3) Organize and execute press previews.
- 4) Coordinate interviews and appearances by any TNC directors, actors, etc.
- 5) Ensure that TNC is properly represented on other listserves and partner websites.
- 6) Send out TNC listserves, including advertisements for shows but also calls from executive members for things that they need from the McGill community
- 7) Maintain good media relationships and convince the McGill press to come to press previews.
- 8) Organize distribution of publicity materials and posting of posters.
 - Teasers should be put up at least three weeks before opening night.
 - Posters should be put up at least two weeks before opening night.
- 9) Ensure that the production members are aware of their publicity deadlines and that they follow them.

Art / Website director

- 1) With the publicity director and artistic directors, develop designs for posters, teasers, etc. to advertise each show successfully
- 2) Design a season poster for TNC activities
- 3) Assist in design of website, ensuring it is visually attractive and effective. Update the TNC website regularly or as needed.
- 4) Print posters, teasers, tickets programs and all other necessary materials.
- 5) Gather program information from TNC production.

TNC Department of English Faculty Advisor

The TNC Department of English Faculty Advisor will maintain close relationships between the Tuesday Night Café and the Department of English and to facilitate the exchange of information between them. The English Department Chair will appoint annually one faculty member of the Drama Program to serve on the Tuesday Night Café executive.

SELECTION OF OFFICERS

Officers shall be selected in March, by the executive of the current year. Any Department of English student or active member of the theatre community may apply. Interviews will be held with the applicants, and then the new members of the executive will be chosen, with the exception of the Executive Director position, which should be filled by a member of the outgoing executive. TNC's Faculty Advisor need not be present at the executive interviews. A list of the new executive shall be submitted to the TNC Faculty Advisor for consultation and approval. The TNC Faculty Advisor reserves the right to veto any selection made by the outgoing executive.

MEETINGS

- a) An Annual Open House shall be held annually in the month of September. At this Open House, all Executive Members will be available to address any issues regarding the theatre. Notice of the place, date and time of the Annual Open House shall be given at least one week in advance through posters, e-mailing the TNC mailing list and other appropriate means. A notice will be posted on the English Department's Drama and Theatre Board.
- b) Additional general meetings may be called by the Executive Director, or at the request of the majority of the Executive, or at the request of six Tuesday Night Café members.

FINANCE

The Tuesday Night Café is financed primarily by an annual grant from the Department of English and from the Tuesday Night Café receipts. It may also accept unsolicited donations from time to time, but may not actively campaign for donations without the formal permission of the University.

The Finance Director shall present a full financial report annually to the English Department Chair.

SPACE

The Tuesday Night Café shall occupy, free of charge, an office in Morrice Hall at the pleasure of the department of English.

TNC has priority use of Morrice 23 and the Theatre from September to February, and in the event of no Director's Projects that year, in March and April as well. During this time TNC is responsible for proper use of equipment and space, as well as ensuring all safety regulations being followed.

Space for its other activities will be provided as and when available by the Department of English. Requests for the space must be made to the English Department Chair by the 15th of September of each year.

TNC Theatre may NOT be rented out.

TNC is not responsible for the use of space during class time.

AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution must first be approved in an executive meeting by a two thirds majority. It must then be approved by the Department of English Faculty Representative and the Department of English chair. Only then will the constitution be amended.