

## Kelvin Players 2008

### Artistic Programme Committee – Revised Policy & Guidelines

Kelvin's mission statement refers to the production of excellent theatre – and that is fundamentally what the club is about. The Artistic Programme Committee fulfils a crucial role for the club and is accountable to the General Committee because the ultimate responsibility for all club matters lies with them as the elected representatives of the Club.

To support the APC fully in their work for the club, the policy in relation to this group has been updated to reflect more accurately how it operates at present and also to encapsulate the developments envisioned for the immediate future.

The main sections of this policy are:

- 1) Membership of the APC
- 2) Inter-Committee Communication
- 3) Appraisal of potential directors
- 4) Ratification of directors
- 5) Specification of elements to be included in a 'Season'
- 6) Revision of timescale for play selection

#### **Membership of the APC**

The group will continue to comprise of a balance of men & women (7 members in total) representing different aspects of expertise including direction, technical knowledge & costume. It is vital that the group who are delegated such an important aspect of the Club's work continue to be suitably qualified / experienced. In order to reflect the importance of the role of the APC, in future new members of the APC will be approved by the General Committee. When an APC member steps down, then the Chair of the APC will be asked if they have anyone particular in mind as a replacement. If they are deemed suitable by the General Committee and are willing to take on the role, this will be straightforward. If there are no obvious replacements, then the General Committee will need to identify club members who may be suitable.

It is hoped that members of the APC will be willing to fulfil the role for at least a year. A maximum term of three years on the APC is proposed. This will be phased in gradually from September 2008 to avoid too many members changing at a time. It will be the responsibility of the Chair of the APC to monitor this.

#### **Inter-Committee Communication**

There will be an APC slot at the beginning of all General Committee meetings to be attended by the Chair of the APC or other suitably briefed representative, with a brief written report summarising the current picture regarding submissions, shortlisting and any concerns or issues.

#### **Appraisal of Potential Directors**

No fundamental changes to the Club's policy in relation to Directors is proposed. This means that the principle of beginning with a Rehearsed Reading, then progressing to a Studio

production and then a Mainstage production will be maintained. In order to safeguard the interests of the club and to protect individuals from taking on a project they are not ready for, an element of informal appraisal will be phase in from September 2008.

The Club will continue with the premise that anyone can put themselves forward to direct a Rehearsed Reading. Following a Rehearsed Reading, there will be informal discussion within the APC and General Committee, taking into account any views from members directly involved in the Rehearsed Reading to ensure that a Director is ready to take on a Studio production.

If the decision is positive, then this will need to be communicated to both the potential Director and formally to the APC in the form of a standard letter. If it is felt that the individual is not ready for a full scale production, then this will need to be handled sensitively with constructive feedback explaining the reasons for the decision by a member of the General Committee. In such cases, the individual concerned would be eligible to do a further Rehearsed Reading and then be reconsidered if they wished.

For all future Studio and Mainstage productions, the General Committee will be given a copy of the Play Submission form for all productions approved for the Season. The General Committee will assign a Committee member to be 'linked' to each production who is not directly involved in any way. The role of this person will be to make sure that the Director and their team are feeling supported and also to have a sense of how the production is going and how the cast and crew are feeling. Following the production, there will be a formal discussion by the General Committee who will appraise the production in relation to the original submission, feedback from the 'linked' Committee member and the critique from the Rosebowl adjudicator (if this is deemed to be fair and constructive). This discussion will determine whether the director remained approved for Studio or was also approved for Mainstage. The outcome of this discussion will be communicated formally to the Director and APC in the form of a standard letter.

### **Ratification of Directors**

Once a season( or Season segment) has been finalised by the APC, approved by the General Committee and then ratified by the Club, each Director will receive a formal letter from the Chairman of the Club thanking them for offering to direct for the Club and outlining the support they can expect and also what will be expected of them. A copy of the current Director's guidelines will be included with this letter. The letter will make it clear to Directors that they have been ratified to direct a **specific** play and if, for any reason, they are not able to fulfil this (e.g. if rights are not granted, if a desired venue is not available etc), then the director cannot assume ownership of the 'slot' allocated. If there needs to be a change of play, then the slot may be opened up to others. If a change of play becomes necessary, then the APC and General Committee will explore the options together to find a solution that is in the best interests of the Club in order to maintain the balance of the Season. The General Committee will make the final decision as the elected representatives of the membership.

### **Season Specification**

Given the importance of the appraisal of all aspects of a play prior to its selection, in future **all** members of the APC will need to read a play prior to it being discussed fully or shortlisted (see later).

The following principles will apply to play selection:

- No director will be offered two slots in any one season.
- Within a season, if submissions are 'close', then priority will be given to directors who did not direct in the previous season.
- All seasons should have a mixture of new and experienced directors.
- The Committee will specify the number of Mainstage productions it would like included in a season in advance, subject to the availability of suitable venues.

The following elements are suggested for a season:

- A large-scale production ( to give members at least one opportunity a year to get on stage if they wish)
- A new play
- A comedy
- A 'commercial' production
- A good balance of substantial male and female roles, across a mixture of ages

[A single play may meet more than one of these criteria]

### Timescale

The current process requires potential directors to look a long way ahead and causes the APC to have very slack periods and then frenetically busy periods. In order to spread out the season planning, from September 2008, the APC will be looking at up to 4 productions at a time (rather than the current target of 6).

In order to assure the Committee that the programme planning is on track, submissions will be 'shortlisted' if felt to be feasible and suitable and that those which are on the shortlist will be shared with the Committee on a regular basis. The Committee will need to observe the **confidentiality** of this information. This level of liaison will ensure that potential shortfalls in the season are highlighted at an early stage. Potential directors will also be informed of their 'shortlisted' status on the understanding that this does not guarantee a slot because of the need to balance the season. They would be asked to keep the knowledge of their 'shortlisting' confidential. If a submission is not 'shortlisted', then this will be communicated to the individual concerned. The APC may ask a potential director to present their proposal in person prior to making a decision regarding 'shortlisting'.

The new timescale requires clarification:

APC starts considering submissions	Slots to be considered	Date for Club ratification
Sept 2008	Feb; March; April/May; Summer 2010	AGM 2009
Sept 2009	Oct; Dec 2010; Feb; March 2011	May 2010
June 2010	April/May; Summer; Oct; Dec 2011	Jan 2011

Feb 2011	Feb; March; Summer 2012	April/May;	AGM 2011
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In order to comply with the Club constitution and have all play selection ratified by the membership, it is proposed to have a 'Season Launch Night' towards the end of May 2010 and another in January 2011. If possible this will be combined with a Rehearsed Reading and/or a light supper.

**Helen Hollick  
2008**

**September**

*Suggested Review date: September 2011*