



Glenbrook Players Inc. Standard Operating Procedure Committee Liaison Officer

Rationale

That Directors be supported and advised during their production to ensure that the show reflects GPs (Glenbrook Players Inc) established reputation for high quality productions.

Outline.

This SOP defines the responsibilities and requirements of the Committee Liaison Officer to a Director to offer advice and guidance and to establish a framework to resolve any conflicts should they arise.

Description

The Committee shall select a Liaison Officer for every production. This will be a Committee Member who is compatible with the person directing.

This shall be established as soon as possible after the play has been selected for production.

The Liaison Officer is not an assistant to the Director.

The Liaison Officer will advise and guide the Director as needed. The Liaison Officer is to establish a relationship that is comfortable and trusting. The Director needs to feel in control of the production and should feel comfortable bringing issues to the Liaison Officer for discussion in a confidential manner.

The Liaison Officer will establish an early liaison with the Director and the SM (Stage Manager) prior to auditions. If a SM has not yet been assigned then the Liaison Officer will discuss this with the Director, preferably assigning this role prior to auditions, as the SM should be present at auditions.

The Liaison Officer will report to the Committee regularly on the progress of the production and on any problems or potential problems.

The Liaison Officer will assist with mentoring and guiding a new Director during the production as below and in any other way as appropriate.

The Liaison Officer

- Will be on the audition panel to provide input and suggestions to the Director and advise on casting as needed.

- Will assist with scheduling rehearsals as required and provide tips and examples on best methods for scheduling, budgeting, and people management.
- Will prompt a discussion with the Director if the Liaison Officer sees something the Director has not seen or addressed which is not reflecting the vision well or not quite working in practice.
- Communication:- This is vital and needs to be transparent
Will hold conversations about detail to enhance authenticity of the production and performances in relation to the play's setting and themes.
- Will work together with the Director to decide what aspects the Director's focus should be targeted towards at each section or significant milestone in the rehearsal schedule.

Practical role

- The Liaison Officer can hold another role within the production, but the division of responsibility needs to be clear.
- A cast member shall not hold the position of Liaison Officer
- The Liaison Officer should attend on-stage rehearsals– to be guided by needs of the Director.
- The Liaison Officer shall attend the first technical meeting and future meetings as required - Lock in technical team early.
- The Liaison Officer shall assist with a clear breakdown of other production crew roles e.g. assistant Director, stage manager – refer to SOPs for guidance.
- The Liaison Officer shall communicate with the Committee on all aspects of the production, including, Production budget, Rehearsal schedule, Cast and crew issues, Publicity/promotional activities, and anything that could affect the show's viability, e.g. Changes in cast and crew or problems with these people (this includes the SM, Director and assistants), Any proposed publicity outside of the usual planned activities, Anything which may contravene Glenbrook Players SOPs, Any problems or potential problems.
- The Liaison Officer shall arrange meetings between the Director and the Committee as the Committee requires and/or if the Director requests and to advise the Director of these requirements.
- Should the Liaison Officer change during the rehearsal process, due to resignation or other reason, the Director will be advised immediately. The

Committee will choose a replacement Committee member, who fulfills the requirements of the role.

Audition Process

The Committee Liaison Officer will outline to, and assist the Director, with the Audition Process.

Tasks:

The Liaison Officer shall

- ascertain from the Committee the date of the information night and auditions.
- ascertain from the Committee or Director what venue will be used.
- ensure that both have been advertised to members by email.
- liaise with the Director before both the information night and auditions to see if he/she needs assistance with anything.
- discuss with the Director any preferences they may have for a SM and contact that person if required, giving them the details of auditions etc. and if no SM is defined, to research members capabilities and strengths in order to advise the Director of potential candidates
- organise the photocopying of scripts for the audition.
- ensure that there are enough copies and membership forms for the audition night.
- remind the Director that all cast and crew must be a paid member to be involved in a production.
- ensure that there are tea/coffee and milk available for both the information night and auditions.
- ensure auditions keep to a time schedule and assist the Director as necessary.
- after auditions produce a Contact List of Director, SM and cast

Version/History

SOP Version #011.01

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