

# UNI THEATRE ARTS

# Leadership Info

2023-2024

# Leadership

Duties not Titles

*Note what tasks interest you or suit your skills and note ideas you have for Uni Theatre Arts next year.*

2022-2023

# Uni Theatre Arts

## EXECUTIVE BOARD

|                        |               |
|------------------------|---------------|
| PRESIDENT              | AKEMI NISHIDA |
| PRODUCTION MANAGER     | LOGAN MASTERS |
| DOCUMENTARIAN          | MALLIKA CADIN |
| EVENTS COORDINATOR     | MADDY MEDVITZ |
| TECHNICAL LIAISON      | ZOE HUXMAN    |
| THESPIAN MANAGER       | VARIN GUPTA   |
| <b>AUXILIARY BOARD</b> |               |
| BLACK BOX PRODUCTIONS  | CAITLYN YU    |
| CAPPIE CO-LEAD CRITIC  | ROWAN OLSON   |

2022-2023

# Uni's Cappie Critics

## CAPPIE LEAD CRITICS

|                               |               |
|-------------------------------|---------------|
| CIS & TEAM MANAGER            | AKEMI NISHIDA |
| EXEC LIAISON & CO LEAD CRITIC | ROWAN OLSON   |

2022-2023

# Uni Improv

## LEADERSHIP BOARD

|                     |                |
|---------------------|----------------|
| CAPTAIN             | BRIAN BAJAK    |
| CAPTAIN             | CAITLYN YU     |
| TEAM MANAGER        | JOHN MCPHIE    |
| SHENANIGAN DIRECTOR | IAN MAVRIKIS   |
| PUBLIC RELATIONS    | SIERRA WHEATON |

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EXEC

# Drama Club Executive Board

Open to *all* members of Uni Theatre Arts

# Akemi Nishida

## Duties:

- Plans and officiates all Drama Club meetings.
- Maintains classroom Drama Club bulletin board.
- Informs board of important ASB deadlines and other school clubs-related news.
- Organizes Drama Club's participation in school wide fundraisers and outreach events.
- Plans and organizes the Drama Club banquet.
- Outreach– connects with other Drama Clubs, and help coordinate events with other schools.



AKEMI HAS BEEN INVOLVED IN UNIT THEATRE ARTS SINCE HER FRESHMAN YEAR, PARTICIPATING IN MAINSTAGE PRODUCTIONS, CLASSES, AND THE CAPPERS CRITICS TEAM. AS DRAMA CLUB PRESIDENT, AKEMI IS EXCITED TO LEAD DRAMA CLUB MEETINGS, ORGANIZE CLUB INVOLVEMENT IN SCHOOLWIDE EVENTS, AND INCREASE CLUB VISIBILITY THROUGHOUT UNIT. SHE IS GRATEFUL FOR THE OPPORTUNITY TO SPREAD PASSION FOR THEATRE, AND LOOKS FORWARD TO NEXT YEAR. FUN FACT: AKEMI'S NAME IS PRONOUNCED 'UH-KIH-MEE', BUT SHE IS USED TO OTHER VARIATIONS AND WILL LIKELY RESPOND TO ANYTHING AT THIS POINT.

# Mallika Cadin

## Duties:

- Photographs and films all Uni Theatre Arts events.
- Compiles recent club documentation into a monthly Drama Club video.
- Assists crew leads and designers in taking photos and distributing them for Cappies boards and student portfolios.
- Curates videos representing the department for other needs (i.e grants, Family Night, etc.)
- Publicizes all Uni Theatre Arts events and news through social media and the UniTheatreArts website.



MALLIKA CADIN IS AN HONORS THESPIAN AND HAS BEEN A PART OF UNITHEATRE ARTS SINCE HER FRESHMAN YEAR. HER JOB IN EXECUTIVE BOARD AS DOCUMENTARIAN WILL INCLUDE TAKING PICTURES AND VIDEOS OF DRAMA CLUB EVENTS AND ACTIVITIES, AS WELL AS RUNNING THE UNITHEATREARTS INSTAGRAM AND MANAGING ITS WEBSITE. SHE HAS BEEN A PART OF A MAINSTAGE PRODUCTIONS, DRAMA COURSES, AS WELL AS BLACKBOX PRODUCTIONS SINCE JOINING THE PROGRAM AND IS LOOKING FORWARD TO THE MANY MORE MEMORIES AND OPPORTUNITIES UNITHEATRE ARTS HAS TO OFFER. SHE LOVES SHOPPING WITH HER FRIENDS, WATCHING MOVIES WITH HER FAMILY, AND WILL NEVER SAY NO TO CHIPOTLE AND FLOWERS.

# Maddy Medvitz

## Duties:

- Works with Miss B to enroll Uni Theatre Arts in festivals and field trips.
- \*This year\* Co-produces Blackbox Theatre.
- Creates and plans spirit and bonding events.
- Assists in planning weekly meeting agendas.
- Organizes Drama Club Banquet with President.
- Assists in leading Thespians Troupe.
  - ◆ Running Thespians Meetings
  - ◆ Managing the Thespians Point Sheets (grade)





# Zoe Huxman

## Duties:

- Updates Tech Theatre bulletin board with info on new tech opportunities.
- Plans Production Meetings with the SM.
- Coordinates crew for VAPA performances and events → passes information between crew and hosting staff member.
- Informs technicians on volunteer opportunities within the department.
- Serves as liaison between school service and technicians, scheduling and balancing opportunities for students to work school service related events.



# Varin Gupta

## Duties:

- Takes minutes and notes for every Drama Club meeting and Executive Board meeting.
- Facilitates the completion and submission of pre-auths, check requests, and grants.
- Assists in leading Thespians Troupe.
  - ◆ Running Thespians Meetings
  - ◆ Managing the Thespians Point Sheets (grade)
- Completes Club Budget each semester.



# Logan Masters

## Duties:

- Maintains classroom Technical Theatre bulletin board.
- Plans and officiates all Production Meetings.
- Coordinates crew for all ***Drama Club*** performances and events.
- Stage manages all Uni Theatre Arts shows, or delegates and functions as student Technical Director.
- Creates stage management and technical hierarchy that best represents the current project.



LOGAN MASTERS IS AN INCOMING SENIOR TECHNICIAN WHO HAS WORKED IN THE DEPARTMENT SINCE HIS FRESHMAN YEAR, PRIMARILY WITH A FOCUS ON SCENIC DESIGN AND STAGE MANAGEMENT. HE HAS SERVED ON THE BOARD IN THE PAST AS BOTH THE ASSISTANT PRODUCTION MANAGER AND TECHNICAL LIAISON, AND NOW SERVES AS THE CURRENT PRODUCTION MANAGER TO ASSEMBLE CREW FOR AND STAGE MANAGE SHOWS AT UNI. HE WILL ALSO BE RESPONSIBLE FOR UPDATING THE TECHNICAL THEATRE BULLETIN BOARD AND RUNNING WEEKLY PRODUCTION MEETINGS WHEN SHOWS ARE BEING PRODUCED.

# Caitlyn Yu

## Duties:

- Co-produces Blackbox Productions with Events Coordinator as part of the Thespians Troupe
- Assists in leading Thespians Troupe
  - ◆ Running Thespians Meetings
  - ◆ Managing the Honors Thespians Point Sheets
  - ◆ Maintains Thespians bulletin board



CAPPIES

# Cappies Lead Critic<sub>(s)</sub>

Open to ***any returning Cappies members***  
(22-23 team or previous)

# Akemi Nishida

# Rowan Olson

## Duties:

- Coordinate all Cappies Meetings with fellow co-lead and Miss B.
- Attend all training sessions with other teams and/or Lead Critics.
- Maintain the uhs.cappies Instagram page and class bulletin board.
- Verify Cappies members' transportation to/from shows, attendance at shows, and timely submission of quality critiques.
- Monitor team participation and etiquette in discussion rooms.
- Hold Tech Eligibility workshop with designers for each show.
- Hold Cappies Informational meeting with each show's company.
- Ensures that each member meets requirement for shows seen.



CSZ

# Uni Comedy Sportz Leadership Board

Open to ***any returning CSZ members***  
(22-23 team or previous)

# Caitlyn Yu Brian Bajak

## Duties:

- Leads lunch practice & after school practice
- Curates rosters for every match
- Organizes matches with Miss B and CSZ board
- Communicates with other CSZ captains from other schools to plan away matches
- Communicates news from CSZ board meetings (and Drama Club updates) with the entire team
- Collaborates with Miss B on getting refs/advisors for practice
- Attends leadership training with Miss B & CSZ Board
- Red csz box and uniforms





# John McPhie

## Duties:

- Takes attendance at all practices and matches
- Curates the program for upcoming matches
  - ◆ Reaches out to Technical Liaison on Drama Club Exec Board to confirm crew for matches
- Tracks any team dues, donations, or fees with Miss B
- Facilitates the completion of pre-auths, check requests and deposits with Miss B and the rest of CSZ Board
- Checks the stock of concessions, and coordinates the purchasing of them for matches



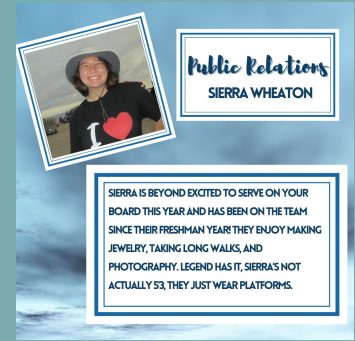
# Ian Mavrikis

## Duties:

- Curates the “voice script” for matches
- Runs shenanigans for each match
  - ◆ Pitches ideas and themes to CSZ Board & Miss B
  - ◆ Communicates with players (and other parties involved) about shenanigans before/during the match
- Coordinates stage tours, theatre safety rules, and performance norms with all opposing teams
- Assists with onstage duties before, during and after the show
- Coordinates photography with Univision and Yearbook



# Sierra Wheaton



## Duties:

- Publicizes the team through the UniCsz instagram account
- Facilitates the completion of posters for each match
- Discusses pitches and publicity ideas with CSZ board and Miss B
- Coordinates photography with Univision and Yearbook
- Works with the Shenanigans Director to welcome away teams

# HOW TO RUN

# HOW TO RUN

1

## Attend this meeting.

23-24 Board members *may only run if* they have been counted for attendance at today's meeting.

2

## Application Form

Answer questions about your goals and reasons for wanting a position on Board. **Due 3/30.**

3

## Flipgrid Video

Submit a 60 second video for Uni Theatre Arts members to hear why they should vote for you. **Due 4/9.**

4

## Vote for others.

Those who were present at this meeting will have access to a ballot, where you will anonymously vote.

5

## Celebrate!

Results will be announced on **4/28.**

6

## Inductions

Participate in the Drama Club Banquet for official transition between 22-23 and 23-24 boards.

# The Process

## 23-24 UNI THEATRE ARTS LEADERSHIP

### STEP 1

#### APPLICATION

DUE MARCH 30TH  
VIA GOOGLE FORM



Drama CLUB. 4-7 Leaders  
UNI COMEDY SPORTZ 3-5 Leaders  
CAPPIES. 1-2 Lead CRITICS



### STEP 2

#### SPEECH

DUE APRIL 9TH  
VIA FLIPGRID

### STEP 3

#### VOTING

*Student Voice*

Drama CLUB ON APRIL 14

### STEP 4

#### Interviews

*Only if needed*

APRIL 18TH @ OH

### STEP 5

#### ANNOUNCE

APRIL 28 DRAMA CLUB  
UNITHEATREARTS.ORG

### STEP 6

SHADOWING  
MAY & JUNE SHADOWING  
CURRENT EXEC BOARD

# APPLICATION



# Unitheatreats.org

unitheatreats.org

ACTING PATHWAY TECHNICAL PATHWAY PRODUCTIONS AWARDS CAPPIES UNI COMEDY SPORTZ HSL!!! **THESPIANS**

LINKS, RESOURCES, & FUN STUFF GALLERY POSTS PARENT INFORMATION

## Thespians

### UNI Theatre Arts 2022-2023 Leadership

Are you interested in serving as a leader for Cappies, Comedy Sportz or Exec Board (Thespians, Black Box and Drama Club) next year? Come to the Drama Club Meeting on Friday May 13, 2022 either live or virtual for more information. Applications are due Monday May 16th and videos are due Wednesday May 18th. We will have video viewing and voting at the Drama Club Meeting on May 20th and all leadership will be announced at the Drama Club Beach Banquet on May 28, 2022.

| 22-23 UNI THEATRE ARTS LEADERSHIP                   |   |            |             |                   |             |         |                  |
|---|---|------------|-------------|-------------------|-------------|---------|------------------|
| STEP 1<br>APPLICATION<br>DUE: MAY 16<br>1:30-2:00PM | <table border="1"><tr><td>DRAMA CLUB</td><td>4-7 LEADERS</td></tr><tr><td>UNI COMEDY SPORTZ</td><td>3-5 LEADERS</td></tr><tr><td>CAPPIES</td><td>1-2 LEAD CTITICS</td></tr></table> | DRAMA CLUB | 4-7 LEADERS | UNI COMEDY SPORTZ | 3-5 LEADERS | CAPPIES | 1-2 LEAD CTITICS |
| DRAMA CLUB  | 4-7 LEADERS   |            |             |                   |             |         |                  |
| UNI COMEDY SPORTZ                                   | 3-5 LEADERS   |            |             |                   |             |         |                  |
| CAPPIES   | 1-2 LEAD CTITICS  |            |             |                   |             |         |                  |
| STEP 2<br>PROCESS                                   |   |            |             |                   |             |         |                  |

FOLLOW OUR SOCIAL MEDIA

#unitheatreats  
#uhs.cappies  
#uni1022

CONTACT US:  
unitheatreats@gmail.com  
Unitstageboard@gmail.com

UNITHEATREATS INSTAGRAM

@unitheatreats

This presentation, the link to the Google Application form, and the link to the Flipgrid will all be posted to the Uni Theatre Arts website. \*Submissions will be cross-referenced with attendance from today\*