



# Cambridge University Amateur Dramatic Club

## Elections Information Pack

### Introduction

CUADC is looking for an enthusiastic group of students to form the 2021-2022 committee! The committee consists of 16 members who meet weekly during term time, the majority of whom are reps specific to roles within Cambridge shows. Together they act as the decision making body of the club on funding, outreach and pretty much everything else.

CUADC is the largest and oldest of the theatrical societies in Cambridge. It aims to fund ~3 shows each term and sends at least one show a year to the Edinburgh Fringe Festival. It primarily supports its shows by appointing a 'show contact', which is an extra responsibility committee members can volunteer to take, but every committee member can be a point of contact for concerns during the production of a show. CUADC is also committed to widening participation in theatre through its Michaelmas freshers' drive and termly workshops run by its reps. It maintains an exciting social calendar which contains the Summer Garden Party, Winter Party and the annual Club Dinner.

Covid has been an almost existential problem for performing arts in the UK, but provides an opportunity for the next committee to rethink and rebuild the society with new ideas and new priorities. We really hope you'll consider standing in our election.

To do so, you'll need to produce a manifesto (single sided, A4) stating the role you're running for and describing what you want to bring to the role. You'll also need to complete a nomination form, and secure the support of two other CUADC members (a proposer and seconder). Anyone running for a position or voting in the election will need to be a registered member of CUADC by the time nominations close - if you're not yet a member you can sign up at the following link: <https://cuadc.org/get-involved/membership/>.

## Timeline

- **7th Feb:** Nominations for committee positions open at 9am. From this date you can submit your manifesto and nomination form to the CUADC Secretary - the latter can be found at the following link: <https://docs.google.com/document/d/1QAOnNU25P1cHShPXayCvZLFogsbQc4l2wmA0hSMScaQ/edit?usp=sharing>. You should also ask your proposer and your seconder, named on your nomination form, to email [secretary@cuadc.org](mailto:secretary@cuadc.org) separately to confirm they are proposing and seconding you.
- **14th Feb:** Nominations close at 6pm.
- **21st Feb:** CUADC Annual General Meeting (via Zoom). Candidates for the role of President will give a short hustings speech of no more than 4 minutes and take questions from the floor. At the conclusion of the meeting, online voting will open for all positions.

## Role Descriptions

The members of the 2020-2021 CUADC Committee have provided short role descriptions below, outlining the main responsibilities of each role and describing how they've found their time on committee. All are welcoming questions from prospective candidates so don't hesitate to get in touch (see contact information below). A comprehensive list of the exact responsibilities can also be found in the CUADC Constitution, available here: <https://cuadc.org/about-us/constitution/>

### Committee Officers

#### **President**

"The President is involved in almost all of the decisions the committee makes, and is responsible for bringing the committee together around a shared agenda. The main responsibilities of this role involve chairing the weekly CUADC committee meetings, coordinating with CUADC-funded productions and acting as the primary point of contact between the committee and ADC management.

The President also has additional duties as a member of both the ADC Executive Committee and the termly Show Selection Panel. Both of these responsibilities will allow you to represent the student body in important decisions which affect drama in Cambridge, and influence the make-up of each term's season so that shows are representative of the diversity of identity and artistry within the Cambridge scene.

Being CUADC President is a challenging role for which you'll need enthusiasm, organisation and good judgement. However, if done well, it represents the best opportunity to positively influence decision-making at the ADC and change the way student drama works in Cambridge. For that reason it is an incredibly exciting and rewarding committee position."

For further information contact: *Nick Harris*, [president@cuadc.org](mailto:president@cuadc.org)

### **Treasurer**

"As CUADC Junior Treasurer, you are in charge of managing the accounts of the society. You have budget meetings with all upcoming CUADC shows and ensure that people who have spent money have been reimbursed. You will also keep an eye on the society's finances through spreadsheets and manage the Junior Treasurer's email address. This role is highly rewarding, helps you develop many useful skills, allows you to be a part of many shows and gives further insight into how theatre works in Cambridge. If you have any questions, please get in touch!"

For further information contact: *Isobel Wood*, [treasurer@cuadc.org](mailto:treasurer@cuadc.org)

### **Secretary**

"Being CUADC Secretary mainly includes elements such as scheduling meetings, taking (and sending out) the minutes for said meetings and organising and carrying out both the election process and Constitutional Review in Lent term. However, you can of course do other things in your role like sit on the Show Selection panel, be a Show Contact or help with other projects -- it is very much what you make it and in that sense offers loads of opportunities!"

For further information contact: *Ella Pound*, [secretary@cuadc.org](mailto:secretary@cuadc.org)

### **Technical Director**

"The role of Club TD is great fun and very rewarding. The key part of the role is helping to continue the positive and thriving community of technical directors around the ADC, even if we are a bit short at times. For the CUADC Freshers' Shows, you will be part of the team helping to introduce freshers into the techie world and helping them with the show, with a focus on the technical directors. You should also seek to run a couple of workshops on TDing in general. For other Club Shows, you'll usually be available to offer any advice for the TDs (and quite often try and help the show team stitch a TD, but there is no pressure to take on any roles yourself), as well as lending a hand on get-in days. An extra perk of the role is that you sit on the Executive Committee of the ADC ('exec'), along with the CUADC President, which includes the theatre manager, operations manager, as well as a few other people who are involved in the overseeing of the theatre. Exec meets once a month and you get to hear about discussions and developments and the monthly budget for the ADC as well as voice a student opinion on any relevant matters. It is really interesting being on the 'inside' of things, and you get to gain an insight into the month to month running of the theatre."

For further information contact: *Sam Porter-Frakes*, [td@cuadc.org](mailto:td@cuadc.org)

## Committee Members and Representatives

### **Membership Secretary**

The Membership Secretary manages the membership database and alumni mailing list, and is responsible for distributing membership cards. Work this year has focussed on improving our contact with our alumni network, and this is something that could definitely be built on by the next Mem Sec.

For further information contact: *William Audis*, [members@cuadc.org](mailto:members@cuadc.org)

### **Social and Outreach Secretary**

The Social and Outreach Secretary organises the three important social events in the club's calendar: the Summer Garden Party, Winter Party and the annual Club Dinner. Of these, the planning of Club Dinner is the most involved and includes choosing the venue, booking the event and negotiating with the Treasurer to increase the wine budget.

For further information contact: *Ross Guinea-McIntyre*, [outreach@cuadc.org](mailto:outreach@cuadc.org)

### **Publicist**

The Publicist at CUADC is responsible for the communications and publicity from CUADC. This involves managing the social media accounts, producing informative resources, working with the publicists on CUADC shows and ensuring that shows are able to promote themselves successfully. Some basic Photoshop skills go a long way with this one, and usually the CUADC booklet is designed on InDesign, but there are lots of people on hand to help you learn to navigate the software. If you've got an eye for design or are a social media whizz this is the role for you!

For further information contact: *Bella Biddle*, [publicist@cuadc.org](mailto:publicist@cuadc.org)

### **Webmaster**

The Webmaster is responsible for administering the CUADC committee mailing lists, website and anonymous feedback form. As a role, it is well suited to someone with technical experience who wants to make a contribution to the committee's work.

For further information contact: *Mahon Hughes*, [webmaster@cuadc.org](mailto:webmaster@cuadc.org)

### **Technicians' Rep**

“Technicians’ Rep is a great role for anyone who is passionate about any and all things tech related in the ADC. I think the best part about it is the input you get on the freshers plays. You help select and act as a “mentor” for freshers play techies- many of who haven’t done anything remotely related to technical theatre before - and i honestly think this is such a great way to share your passion and help others get to know the “unseen” side of theatre. The role is also cool because it is basically all about promoting and increasing accessibility to tech, and I honestly don’t think there is anything better to scream and shout about! You act as a background source of support for techies on all club shows, and people can turn to you if they need help. Another responsibility of this role is maintaining the club cupboard, the contents of which are still a mystery to me thanks to COVID.”

For further information contact: *Ella Fitt*, [technician@cuadc.org](mailto:technician@cuadc.org)

### **Stage Managers’ Rep**

“As Stage Managers’ Rep, your main responsibilities include managing the props store and running appointments for it (and keeping it and the returns shelf tidy!). You also support SMs on the shows they’re working on and help introduce new people to stage management.”

For further information contact: *Sameer Aggarwal*, [sm@cuadc.org](mailto:sm@cuadc.org)

### **Designers’ Rep**

“Being Designers’ Rep involves, above all, representing the interests of designers in the Cambridge Theatre community. This means acting as a point of contact for questions about the areas of design, and raising design-related issues during committee meetings. The Designers’ Rep also runs and maintains the costume store.”

For further information contact: *Craig Stewart*, [designer@cuadc.org](mailto:designer@cuadc.org)

### **Directors’ Rep**

“The role of Directors’ Rep is a fun and relatively low-commitment position on committee, where you get to represent the interests of all the directors in Cambridge Theatre in the weekly meetings. Your main responsibility involves working alongside the Actors and Producers Reps to organise the CUADC Freshers Plays in Michaelmas. You will help to compile a long and short list of potential plays to be performed, and provide insight into which of these options will be both enjoyable and challenging for the fresher directors. You will run the selection process for choosing the directors and assistant directors of these productions, and support them throughout the entire experience, from recalls and casting, all the way through to show week, introducing them to the ways in which the ADC works. Another part of the role includes organising directing workshops, especially in connection with the Freshers’ campaign, to introduce people to the idea of directing, and how they can implement good practice in the productions they are involved with. In general, you are a point of contact for any directors, especially those working on CUADC

shows, for advice or any welfare-related issues. Your only real admin responsibility is sending out the vacancies for directing and producing every week on the production mail list.”

For further information contact: *Phoebe Rowell John*, [director@cuadc.org](mailto:director@cuadc.org)

### **Producers' Rep**

"Being the Producer's Rep is a really enjoyable and rewarding experience, allowing you to move outside of your own projects and see what else is going on in Cambridge, as well as giving you the opportunity to work with others and assist people with their own work. It's a great way of getting involved in the committee and seeing how theatre in Cambridge works from a different perspective."

For further information contact: *Beth Kelly*, [producer@cuadc.org](mailto:producer@cuadc.org)

### **Writers' Rep**

"Writers' Representative is a recently introduced role for the CUADC Committee, and as such, can be taken in a number of directions as seen fit. During the past year, the main responsibilities have been corresponding with those outside of the CUADC to find and advertise opportunities, both in Cambridge and beyond, for student writers, and acting as a welfare representative to offer encouragement and advice for writers, especially those whose shows are being performed at the ADC Theatre or Corpus Playroom. Obviously, due to the pandemic, developing the practical role of Writers' Rep has been limited by necessity, and there is a lot of scope for the next person taking the reins to do new things with the position, such as developing writing workshops or events. As well as these individual roles, the Writers' Rep takes an active part in the Committee's meetings, discussions, and decisions, furthering the interests of writers across the student body in the University's theatre scene."

For further information contact: *Benedict Mulcare*, [writer@cuadc.org](mailto:writer@cuadc.org)

### **Actors' Reps**

"The position of Actors' Rep on the CUADC committee is a unique one in that it is the only shared role. This means that the workload can be split in two, and supporting each other lends itself successfully to the welfare component of the role. As Actors' Rep, you are a point of contact for all the actors in CUADC-funded shows for any welfare issues or concerns, and it is a good idea to make yourself known to the cast by turning up to at least one rehearsal. You are the leading force behind organising and carrying out the first round of fresher auditions and any fresher workshops, and you help choose the selection of freshers plays. It is your job to send out the weekly Actors List email advertising all the acting opportunities available in Cambridge Theatre that week, and to organise a selection of skillshare workshops throughout the year."

For further information contact: *Emily Beck and Matt Paul*, [actor@cuadc.org](mailto:actor@cuadc.org)