



Cambridge University Amateur Dramatic Club

Elections Information Pack

Introduction

CUADC is looking for an enthusiastic group of students to form the 2022-2023 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 refreshers' events, as well as termly workshops run by its reps. It maintains an exciting social calendar which consists of the Summer Garden Party, Winter Party and the annual Club Dinner.

This is a really exciting committee to be a part of, you can enact the change you want to see, curate the show line-up and help the society to rebuild after COVID 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

- 16th January: Nominations for committee positions open at 10pm.
 - From this date you can submit your manifesto and nomination form to the CUADC Secretary [secretary@cuadc.org]
 - Nomination form:
https://docs.google.com/document/d/1Gj09wv9yzO_oJkk7_BqLwWIVLlgmpNPI3vbnASVbNRI/edit?usp=sharing
 - You should also ask your proposer and your seconder, named on your nomination form, to email secretary@cuadc.org separately to confirm they are proposing and seconding you.
- 29th January: Nominations close at 23:59.
- 5th February: CUADC Annual General Meeting
 - 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 2021-2022 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 an exciting role and one that you can really make your own. You are involved in almost all decisions that the committee makes and are instrumental in bringing the committee together by setting shared goals and agendas. Your main responsibilities include chairing weekly committee meetings, coordinating with CUADC funded shows and acting as a point of contact between the committee and ADC management. You also have the role of sitting on 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.

CUADC President is a challenging role which requires enthusiasm, organisation and good judgement; however it represents a great opportunity to positively influence decision-making at the ADC and change the way student drama works in Cambridge. It is a very rewarding committee position and I would really encourage people who care about Cambridge Theatre and making it a better place to apply.

For further information contact: Ella Fitt, president@cuadc.org

Junior 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.

For further information contact: William Audis, 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: Hannah Collins, secretary@cuadc.org

Technical Director

As Club TD, your role is to support TDs on club shows, especially the freshers' plays, and to represent the interests of TDs, and technicians, in the club as a whole, alongside the tech and designer reps. This might mean hosting workshops, helping new TDs find their feet, or stepping in to help out with shows. Club TD is also the only other member of committee, apart from the president, who sits on the ADC Executive board which is a great opportunity to learn more about how the ADC works as a venue and to represent the student technical community. This is a really fun and rewarding role that would be perfect for anyone who cares about set and tech and wants to take on a bigger role at the ADC.

For further information contact: Maria Cleasby, td@cuadc.org

COMMITTEE MEMBERS AND REPRESENTATIVES

Publicist

The CUADC Publicist is responsible for the communications and publicity from the society, as well as overseeing publicity for CUADC-sponsored shows. This involves producing informative resources, materials for events like Freshers' fair and managing CUADC's social media accounts. You also work with the publicists on CUADC shows and ensure that they are able to promote themselves successfully. Photoshop skills (or similar) would be very helpful for the role, and usually the CUADC booklet is made on InDesign, but there are lots of people on hand to help you learn to navigate that if you're unfamiliar.

For further information contact: Emily Shen, publicist@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.

For further information contact: Annabelle York, technician@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, alongside socials throughout the year. 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. The remit of the role is fun and also getting as many people involved with the club as possible.

For further information contact: Claire Lee Shenfield, outreach@cuadc.org

Membership Secretary

The Membership Secretary is responsible for managing the Club's membership database and alumni mailing list. This includes organising the distribution of membership cards to

new members, coordinating with Club shows about membership for their cast and crew, and generally promoting membership of CUADC.

For further information contact: Jonathan Black, members@cuadc.org

Actors' Reps

The role of the Actors' Reps on the CUADC committee is to represent actors' concerns in Cambridge Theatre. More specifically, you are a point of contact for all the actors in CUADC-funded shows for any welfare issues or concerns. The Actors' Rep position is the only shared role on the CUADC committee, meaning that the workload can be shared, and supporting each other lends itself successfully to the welfare component of the role. The greatest responsibility you will have is the freshers' drive, from helping to select the fresher plays, running the fresher auditions, any fresher workshops you choose to run, and being a general point of contact for all freshers interested in acting. Outside of this, it is your job to email the weekly Actors' List, advertising all the acting opportunities available in Cambridge Theatre that week. It's a really fun and rewarding position that requires a good level of organisation, and allows you to meet other students interested in acting and encourage freshers to get involved!

For further information contact: Áine McNamara and Iona Rogan, actor@cuadc.org

Webmaster

The Webmaster is responsible for administering the CUADC committee mailing lists, Wordpress 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

Producers' Rep

Being CUADC Producers' Rep is a really brilliant way to get involved in a different side of Cambridge Theatre and help make substantial change in our community! It gives you the opportunity to support upcoming productions as well as improve your own skills, and shed

some light on what being a producer really means. You get to meet lots of lovely people and help producing feel like less of a lonely job for one and all!

For further information contact: Amber De Ruyt, producer@cuadc.org

Writers' Rep

As Writers' Rep it is your responsibility to run events, workshops and competitions throughout the year, providing platforms for new writing in Cambridge; to manage the weekly mailing list collating all writing opportunities for members; and to run the annual CUADC Playwriting Competition during Michaelmas.

For further information contact: Jonathan Powell, writer@cuadc.org

Stage Managers' Rep

As SM Rep, I'm a point of contact stage managers on shows, I manage the props store, and I run workshops and talks on all things stage management! It's a great way to be involved in the Cambridge theatre world and to help to bring more people into one of the most fun roles.

For further information contact: Derek Penny, sm@cuadc.org

Technicians' Rep

Being Technician's Rep, just as theatre has come back, has been so much fun. A year of no theatre has left us with a bit of a skills gap in tech, but being able to encourage and support new techies has been so rewarding, and it is definitely work that will need to continue into the next year. The freshers' campaign is great for this. You get to put together the teams for the freshers' shows and then act as a mentor, particularly for the lighting and sound teams, to help them get the show up and running. I have my 'how to rig a light' spiel well-rehearsed by this point! You also act as a point of contact for technicians on all club shows, and there have been lots of new faces this year.

Promoting and improving access to tech is a big part of the role. One thing we did this year was run a workshop to demystify tech for directors and producers. Hopefully, this will help them make the most of the opportunities for tech in Cambridge and make the experience

even better for techies. This role is great for anyone passionate about tech who wants to facilitate the growth of our wonderful community and to be at the heart of improving the experience for all!

For further information contact: Annabelle York, technician@cuadc.org

Directors' Rep

The role of Directors' Rep is relatively low commitment and can be what you would like to make it. You represent the interests of directors in Cambridge Theatre in weekly CUADC committee meetings. Your main responsibility is to work alongside the committee, particularly 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 would be both enjoyable and challenging for the fresher directors. You will run the selection process for choosing directors and assistant directors for these productions, and support them throughout the process, from recalls and casting, all the way to show week, introducing them to the ways in which the ADC works. Another role includes getting involved and running workshops for 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 would act as a point of contact for any directors in Cambridge Theatre, particularly those working on CUADC shows. There is also the opportunity to sit in with the show selection process if you are not pitching, helping the ADC to choose which shows to put on each term. Your only real admin responsibility is to send out the vacancies for directing and producing every week to the email list. This is a rewarding role and can truly be what you make of it, with ability to help inspire change in Cambridge Theatre, in areas such as encouraging diversity in the show selection process & advising on good practice for areas like casting and intimacy to help directors feel empowered to create a safer space in the rehearsal room (these are not requirements, but just some areas that this role could encompass!).

For further information contact: Elliot Aitken, director@cuadc.org