



Cambridge University Amateur Dramatic Club **Elections Information Pack**

Introduction

CUADC is looking for an enthusiastic group of students to form the 2023-2024 committee! The committee consists of 17 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.

New to the committee this year is the role of Vice President, who will be responsible for overseeing internal committee affairs, club productions and fringe productions among other things. We're really excited to add this role to the committee to help spread the load and to allow the President role to be more outward focused and strategic.

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 give back to the student community. 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

- **17th January:** Nominations for committee positions **open at 22:00**.
 - From this date you can submit your manifesto and nomination form to the CUADC Secretary [secretary@cuadc.org]
 - Nomination form: [Nomination Form 2023](#)
 - 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.
- **22th January:** Q&A session with current committee 16:00pm, ADC Bar
- **28th January:** Nominations **close at 23:59**.
- **5th February:** CUADC Annual General Meeting at 15:00
 - 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
- **7th February:** Voting closes at 23:00

Role Descriptions

The members of the 2022-2023 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, overseeing CUADC funding and acting as a point of contact between the committee and ADC management. The President will also have oversight of CUADC's 'Get Involved Campaign' in Michaelmas Term, and will be instrumental in encouraging new involvement in student theatre. You will also sit 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. The President should seek to represent a diverse range of perspectives, and be aware of all aspects of theatre. They should be passionate about big picture change whilst also having an appreciation for the day-to-day. 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.

Note from Jonathan (CUADC President 2022-23): The role is both demanding and incredibly rewarding and comes with significant responsibility, but I would strongly encourage anyone interested in applying to explore the role in more detail. I would be very happy to chat with anyone interested or who would like to find out more.

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

Vice President

The Vice President is a new Officer role being elected for the first time this year! While there is a lot of scope to make this role your own the main responsibilities will include acting as a secondary representative of the club and overseeing internal committee affairs. In particular, the Vice President will be responsible for organising committee support of Club productions, and leading on CUADC's productions outside of Cambridge such as at the Edinburgh or Camden fringes. This will involve supporting productions through their rehearsal and preparation process, and organising Fringe selection at the end of the Michaelmas Term.

In addition, the Vice President should be flexible to support the other Officers of the Club at various times throughout the year. This might include assisting the Junior Treasurer with financial administration or the Club Secretary with constitutional affairs. They will work very closely with the President, supporting them throughout the year, and acting as a 'deputy' when need. Given this is a new role, significant support and guidance during the handover period will be given by the outgoing Officers. For more information please come along to the committee Q&A session on 22nd January to chat about it more.

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

Junior Treasurer

The Junior Treasurer is a student in charge of the club's money, together with the Senior Treasurer (a full time member of University staff). This involves negotiating budgets, collecting and reviewing reimbursement claims, and then making payments and logging them. The Junior Treasurer is also a society Officer (along with the President, Secretary, Vice President and Technical Director). No experience is required, and lots of support is available from the Senior Treasurer and former Junior Treasurer.

For further information contact: *Tom Shortland*, treasurer@cuadc.org

Secretary

Being CUADC Secretary mainly includes elements such as scheduling meetings, taking 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: *Izzie Sayer*, 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 designers 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: *Lucas Holt*, 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: *Lily Blundell*, 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. The designers rep also has responsibility for overseeing the use of CUADC's costume store at the ADC Theatre.

For further information contact: *Amy Meyer*, technician@cuadc.org

Social and Outreach Secretary

The Social and Outreach Secretary is responsible for running various CUADC events throughout the year. While there is a lot of freedom in this role to run anything that you would like, key events in the CUADC calendar that would be under your remit include the Winter Party at the end of Michaelmas, Club Dinner in Lent and the Garden Party in Easter.

For further information contact: *Kate South*, 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: *Rosie McLeish*, members@cuadc.org

Actors' Reps

The Actors' Reps have the responsibility (and pleasure!) of representing the actors involved in Cambridge Theatre across CUADC productions and beyond. It is their job to always promote positive welfare and safe rehearsal/performance conditions when dealing with any relevant situations. It is also important for the Reps to consider ways of widening participation within Cambridge Theatre and contributing towards ensuring accessibility needs are being met. One of the biggest and most exciting projects for the reps is the active role they play in choosing the Freshers' Plays and auditioning the incoming freshers. It is their responsibility to produce a weekly(ish) Actors' Email promoting auditions across Cambridge Theatre, and, to maintain the Actors' email inbox, answering any questions which come their way. We would also like the Actors' Reps to run workshops throughout their tenure, such as an auditions preparation workshop and line learning drop-in sessions. It is a huge joy and privilege taking on these roles, and we highly recommend anyone who wants to play an active part in Cambridge Theatre and wants to represent the wonderful energetic actors of Cambridge to apply!

For further information contact: *Zachary Green and Christian Longstaff*, 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: *Stephanie Cho*, webmaster@cuadc.org

Producers' Rep

Being a Producer's Rep means that you get to introduce lots of people to a skill that often people haven't come across before in school but is extremely rewarding and gives you a great insight into every department involved in a show. Being producers rep allows you to make sure guides are up to date, suggest new ideas about the producing process in CUADC shows, and organise and run freshers events.

For further information contact: *Mercy Brewer*, 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: *Tom Chandler*, writer@cuadc.org

Stage Managers' Rep

As SM Rep, you're a point of contact stage managers on shows, 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: *Stephanie Cho*, webmaster@cuadc.org

Technicians' Rep

Being Technician's Rep includes encourage and support new techies, and acting as a point of contact for technicians on all club shows. There is a lot of scope to organise workshops or other events that you would like, but key events for the technician's rep include the freshers' campaign where you'll be responsible for putting together 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.

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: *Tungsten Tang*, technician@cuadc.org

Directors' Rep

The directors' rep is responsible for representing student directors on the CUADC committee, giving advice to directors who ask for it, and encouraging people to get involved with directing through workshops, events and other forms of outreach. You're responsible for maintaining the Directors' and Producers' Mailing List by posting opportunities there regularly, and keeping the CUADC Directors' Handbook accurate and up-to-date. You're also a member of the CUADC Committee, which means going to committee meetings and having your say in how Cambridge Theatre works.

Although there's a steady amount of commitment throughout the year, most of your commitment will probably be around the start of Michaelmas, where you'll be giving freshers' workshops, selecting and then helping directors of the freshers' plays, and generally helping a large group of new people settle in. You don't need to know everything about directing to be a good directors' rep, you just need to be willing to learn, enthusiastic, and friendly.

For further information contact: *Rishi Sharma*, director@cuadc.org