



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB
VOLUNTEER POSITION DESCRIPTION

Playbill Coordinator

Revised for 2019/2020

The Playbill coordinator is responsible for designing and producing the Playbill for each performance.

Playbill programs are produced and distributed in electronic (PDF) format. A small number of programs will be printed. Each student in the production will receive two (2) printed programs and a limited number of printed programs will be for sale at performances.

The Playbill Coordinator reports to the Vice President.

Essential Functions

- Assists students with design, production and distribution of all Playbills for each performance
- Coordinates the collection and assembly of all “Good Show” ads from parents and students
- Coordinates the collection and production of any outside sales advertising from the business community or other supporters
- Coordinates shipment, delivery, distribution and storage of publications from printing vendor

Talents Needed for Success

- Advanced creative production skills
- Organization and attention to detail
- Good communication skills
- Ability to work within a budget

Programs

- Playbill Production: 2-3 publications per year