



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB
VOLUNTEER POSITION DESCRIPTION

State Theatre Festival Coordinator

Revised for 2019/2020

The State Theatre Festival Coordinator is responsible for coordinating the planning the CHHS Theatre Department's participation in the annual Texas State Thespians Festival. The Texas State Thespians Festival is associated with the International Thespian Society (ITS) and the event is often referred to as the "ITS Festival."

CHHS Theatre Department actively participates in the Texas State Thespians Festival each year. That participation includes students who attend workshops, lectures, performances and other festival activities. CHHS Theatre Department will often also have a performance opportunity and will showcase one of the fall productions.

The 2019 Texas State Thespians Festival is scheduled for November 21-23 and will be held at the Gaylord Texan Resort and Convention Center in Grapevine. For more information on the event, visit www.texasthespians.org/festival.html.

The State Theatre Festival Coordinator works closely with CHHS Theatre Arts directors in planning the logistics of the CHHS Theatre's festival participation. This includes distributing information to students and parents, assisting with registration and hotel accommodation arrangements, and coordination of CHHS Theatre students while attending the festival.

The State Theatre Festival Coordinator reports to the Vice President.

Essential Functions

- Has firm understanding of the needs and deadlines for Texas State Thespians Festival.
- Works with Theatre Arts Directors and Booster Club Officers to understand the budget and requirements
- Works with booster club Vice President, Theatre Arts Directors, Students and Chapter Directors to plan, staff and chaperone the event

Talents Needed for Success

- Good planning and organizational skills

Programs

- Texas State Thespians Festival