



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB VOLUNTEER POSITION DESCRIPTION

Historian

Revised for 2019/2020

The Historian keeps a record on the CHHS Theatre Department's activities for the year. The Historian collects and stores collateral materials (printed programs, posters, etc.), photos and videos and other materials that help document the theatre department and booster club activities. The Historian also assists the booster club Secretary with ensuring that the booster club documents for the year are complete and properly archived for future reference. Documents should include details about all booster club programs and event plans, vendors and suppliers, and a journal of things that went well and areas for improvement for future years.

The Historian reports to the Secretary.

Essential Functions

- Keep a record of the booster club's accomplishments and activities for the year
- Collect items such as pictures and video clippings about the theatre department and its members
- Organize a presentation/show to tell the theatre department's story for the year
 - Make the presentation meaningful to members and future members
 - Make the yearly recap compact but complete by including items only if they involve the theatre department directly or members of the theatre

Talents Needed for Success

- Able to attend or assign resources to cover all theatre events
- Photography or video editing skills
- Advanced creative production skills
- Organization and attention to detail
- Ability to manage volunteers for each program to successful outcomes
- Ability to work within a budget
- Ability to delegate work programs while maintaining oversight

Programs

- End of Year Presentation
- Archives