

Artistic Director

- receiving new script, project, and show proposals
- arranging for the presentation of such proposals to the Supervisory Committee for discussion and/or voting, either by those making the actual proposal (ie: director, producer, writer, etc.) or by the AD themselves
- making the final decision in case of a tie during votes on proposals
- arranging for reports to the Supervisory Committee on the status of pending and approved proposals, usually by the director or producer of each proposal, or by the AD themselves
- serving as a resource for directors who are working to mount productions, as well as providing support, counsel, and artistic input—where requested—to designers, sound effects [foley] artists and others whose work affects the artistic image of a production
- serving as an artistic representative of PMRP with regard to publicity and the press, as well as a spokesperson for the organization's artistic purpose via speaking engagements, public and social appearances, and at fundraising events and solicitations
- providing or approving text for publications, publicity materials, programs, websites, etc. relating to the artistic aspects of the organization
- serving as the Social Media voice of PMRP, making sure Facebook, LiveJournal, Twitter and any other outlets where PMRP has a presence, are updated when needed
- fostering the development of good relations with other cultural organizations by participating in meetings and joint activities where appropriate

Managing Director

- Responsible for the operational aspects of PMRP
- Duties include:
- Makes sure decisions of the committee and PMRP are implemented
- Recruit people/volunteers for tasks if necessary
- Oversee PMRP projects, noting what things to learn from (mistakes to learn from, successes to replicate)
- Oversee PMRP Officers, offering advice and support, handling disputes if necessary
- Makes sure behavior issues within the group is handled (dereliction of duty, inappropriate behavior)
- Has tie-breaker vote, with the exception of show proposals which would go to Artistic Director
- Has the authority to act as or appoint temporary officers in case of vacancy/emergency. Such appointment would be until a committee vote (either special vote or the annual elections)

Financial Director

- Responsible for the financial aspects of PMRP.
- Duties include:

- Overseeing the income and expenses of PMRP both as a company and individual projects
Manages financial partners including Paypal and Square
- Works with Producers on budgets and expenditures as necessary
- Works with House Managers on third-party ticket sellers as necessary
- Makes sure the money from projects is collected and kept properly
- Makes sure PMRP pays its bills
- Prepares quarterly financial statements for MCTC
- Works with MCTC on financial questions and arrangements (such as taxes and insurance)
- Oversees The Library program

Company Technical Director

- Responsible for PMRP's tools and equipment
- Overseeing the Foley supplies between shows
- Overseeing the Equipment (sound mixer, mics, etc) between shows
- Overseeing transport of Equipment and Foley to shows/projects as needed
- Overseeing the digital sound fx library
- Assisting the TD, Sound Designer and Foley Coordinator of projects as needed
- Creating and maintaining master lists of Foley, Equipment and Digital FX owned by PMRP

Publicity Director

- Coordinate marketing campaigns for shows
- Distribute promotional material for new shows at bars, restaurants, and festivals in the area (ex, downtown Boston, Cambridge, Somerville, Allston)
- Update social media (ie, Tumblr, Facebook, and Twitter) to announce auditions, reflect new productions, and provide extra or related content for PMRP fans
- Write and send press releases to PMRP listservs and community message boards

Clerk

- Contacts officers about information they would like to discuss at committee meetings and creates agenda
- Takes minutes of PMRP committee meetings and collects digital copies of any relevant handouts to distribute to committee list after meetings.
- Sends reminders about meetings.