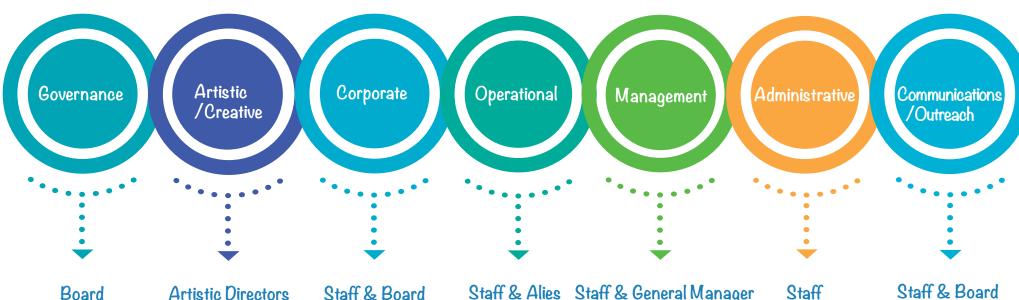


Shadowland Theatre Corporate and Organizational Structure



Corporate and Organizational Structure and Roles



Staff & Alies Staff & General Manager

Mandate, Mission, Objects, **Principles** By-Laws Strategic visioning, goal setting, Decision making Outreach & Fundraising Policy Development

Artistic Direction Planning Concept **Project Development** Writing Design Identify/Engage Allies, Partners, Advisors

Financial Legal Privacy & confidentiality mechanisms Incorporation Corporate Policies re: Human Rights, Sexual Harassment, Codes of Conduct, etc

Implement Mandate, Mission, Objects through Creative programs, events, hiring, orientation, training Management and staff services Procedure and Guideline development Advertising & Promotion Staffing and Orientation **Education & Training Grant Writing** Set and Prop Building, Costumes

Oversight of human resources - recruiting, and development, dispute resolution, performance review process, discipline Develop position descriptions Scheduling **Grant applications** Policy & Procedure Development

Organize and maintain studio/office support Day to day studio/office functions Purchasing Office/Studio supplies

Relationship Development Information development Media contact Website Social media Newsletter Other