

Maskers Theatre Company

Membership Application Form

Please write clearly



First name:	Surname:
Address:	Occupation:
	Date of birth:
	Home telephone:
	Mobile number:
Email:	

Please tick the boxes below to indicate any experience (E) you have your main areas of future interest, either leading (IL) or assisting (IA). Some of the activities below will not occur very often and are shown in grey font.

Activity	Brief description	I	L	A	E	Activity	Brief description	I	L	A	E
Production Management	Oversee the practical elements of a show and relieve as much pressure as possible from the director. Use of a computer and email essential. Call and chair production meetings to ensure communication between all depts. supporting the show.					Marketing	As part of a team. Organise and oversee elements of our publicity functions – posters, advertising, press releases, inviting guests, etc.				
Directing	To select a play to direct in consultation with the Productions Director, hold auditions and cast the play. Create a rehearsal schedule and run rehearsals.					Chaperone	Look after any children involved during a production. You must be licenced to do this but this can be arranged				
Acting	Audition for any proposed play. Attend rehearsals as required. Perform on stage.					Box Office	Supervise ticket sales.				
Singing	Sing either as soloist or chorus member during a production.					Front of House Management	Organise the FOH ushers and programme sellers. Look after our audiences during performances.				
Dancing	Dance during a production under the direction of the director or choreographer.					Make-up	Assist actors with their make-up. Research any specialist make-up required.				
Wardrobe/ Costume	Assemble or create costumes for a show, usually as part of a team, according to the costume design agreed with the director.					Writing	Write original stage scripts or adapt scripts for performance when requested. Note this is rarely required.				
Set Design	Produce a set design in consultation with the director appropriate to both show and venue. Be prepared to oversee the construction of the set					Music Composition	Compose music to be used in our productions if required and requested.				
Set Building	Create the set which has been designed under the guidance of the set designer/workshop manager.					Musician	Able to play an instrument and/or have an interest in playing live music during a performance.				
Set Painting	Paint the set which has been designed under the guidance of the set designer/workshop manager.					Social Organiser	Organise social events for the Maskers' membership.				
Lighting Design	Plan how a show is going to be lit, work with the director to determine artistic look and then decide which lanterns, where placed, what colours, and which cues are needed to achieve this.					Bar Attendant	Serve pre, interval and post theatre drinks behind the bar. Instruction available. Very easy and sociable.				
Sound Design	Work with the director/ stage manager to decide on the appropriate sound equipment and effects required for a production. Arrange sound recording.					Administrative / Committee	Be prepared to take on a committee or management team role from marketing to secretarial to website to technical among others.				
Lighting / Sound Technician	Hang and focus lamps, lay mic and speaker cables, implement lighting and sound plans. Maintain equipment.					Van Driving under 7.5 tonne	Drive a van transporting scenery when we are performing away from the Studio				
Lighting / Sound Operator	Run the lighting and sound during tech, dress and performances (push the buttons) as directed by a Stage Manager.					Van Driving 7.5 tonne	Drive a very large van transporting scenery when we are performing away from the Studio. You can do this on a standard car licence if you passed your test prior to January 1997. Otherwise you need a category C1 licence.				
Properties	From the script and in consultation with the director work out what props are required for a particular show. Locate, borrow or buy the necessary props. Return the props after the show.					Show Photography / Videography	Taking, editing and managing photographic and video records of shows for use in publicity, website and archives. (Equipment can be provided).				
Stage Management	Assemble a technical crew for the show. Mark up a script with all sound and lighting cues, plus any special effects. Take charge of the production from the technical rehearsal onwards. Direct the sound/lighting/effects/stage crew during the show					Website / Social Media / On-line maintenance	Maintaining website and various other online sites and on-line entries for promoting our shows and our society.				
Stage Crew	Work under the guidance of the stage manager during the production run on- and behind-stage. For example, moving scenery, setting scenes, etc.					Set Workshop Management	Look after the storage of all set building materials and furniture, both in the studio and at the container. To ensure set building space is maintained in the workshop area and all tools and tooling looked after. Liaise with Set Designers during set builds.				
						Buildings Maintenance	Help in maintenance of the Maskers premises with minor repairs, decoration and general maintenance of the building.				
						Other Interest / area you are prepared to help – please specify					

...Please turn over and sign the declarations overleaf

Any additional relevant information:

Membership Privacy Statement

Maskers Theatre company records personal data of its members, with consent, in order to pursue its objectives. We keep details of name, address, phone numbers, email address, age, and interests. Contact details of committee members and key role holders are made available to other members, via a password-protected members-only section of the web-site, for pursuance of company objectives, communications and business only. They are not shared with other organisations without express permission. Details of all members are available to committee members and specific sub-sets may be shared with members who need them for a particular purpose in pursuance of company objectives, for example cast in a play, or when staffing production roles.

Members will be emailed the company monthly Newsletter, information and reminders about company activities, and the occasional item of interest from outside of the company. In the case that the member does not have an email address then the company newsletter will be posted to them, but not the other information/communications.

In order to ensure that the company is able to carry out the above efficiently members are asked to ensure their data is kept up-to-date. Particularly their contact details. This may be done by emailing webmaster@maskers.org.uk or calling the Membership Database Manager.

When involved in company activities members may be photographed and those photographs displayed in publicity material (including press and social media), front-of-house displays, and company newsletter. Photographs and videos of the productions are taken and stored in the company archives. These may also be used on the company website and on other promotional material. Production photographs and videos are also available for personal archives and may be purchased (all profits go to the Maskers funds).

Membership Data is collected when a member joins the group and is deleted when, either they tell us they are leaving, or after 18 months if their membership payment lapses. Members have the right to object to any inappropriate use of their data and in the first instance should inform the membership database manager (webmaster@maskers.org.uk), who will report it to the committee. If their complaint is not resolved, they have the right to complain to the Information Commissioner's Office. Further guidance can be found at <https://ico.org.uk/for-the-public/raising-concerns>

Membership Agreement

I wish to become a member of the Maskers Theatre Company and the Maskers Theatre Company Club. I agree to comply with the Rules of both the Company and the Club for use of the Maskers Theatre Studio. I understand that I am entirely responsible for my own safety and property at all times, and that neither the Maskers Theatre Company nor the Maskers Theatre Club will accept liability for injury or loss at any time or in any place. I understand that my details will be held by the Maskers Management Committee on the Maskers Database and Members List and that my image in photographs, and on film or video footage, in connection with productions, may be used for Maskers purposes. I have read the Maskers Membership Privacy Statement above and agree to its terms. Membership can not be considered without agreement to this section.

Signed.....

Date.....

Gift Aid Declaration.

Provided you are a standard rate taxpayer you can increase the value of your subscription by declaring it as a donation under the Gift Aid Scheme. For each £1 of your subscription we are able to reclaim 28p from the taxman. Unlike the old deeds of covenant, you are not tied into this arrangement for a specific number of years. If you wish to participate in this scheme, please complete the section below when returning your application form.

I want the charity to treat all donations that I make to the charity as Gift Aid Donations from the date of this declaration until I notify otherwise.

Signed.....

Date.....

Please return this form together with your cheque* for £15.00 non-refundable joining fee PLUS £15.00 annual membership fee (£30.00) made payable to **Maskers Theatre Company** to:

Membership Development Officer, Maskers Theatre Company, Unit 1, Off Emsworth Road, Shirley, SOUTHAMPTON, SO15 3LX

* for other payment methods please email membership@maskers.org.uk

www.maskers.org.uk