

## **CTS Actor Student Representative Job Description**

The role of **Actor Student Representative** exists to create a confidential and peer-level liaison and a reporting channel between the actors, the production team, and producing faculty. Because participants often have long-standing relationships, aspirations for future collaboration, or a fear of being labeled “difficult”, communicating concerns can be challenging. The Actor Student Representative can help to alleviate this tension.

### **Role and Responsibilities of the Actor Student Representative**

- Become familiar with the CTS, CRP, and any related policies and procedures provided by the producer.
- Help familiarize others with the CTS, CRP.
- Provide contact information and availability for consultation outside of rehearsal/performance space/hours.
- Serve as a liaison between the cast, crew, stage manager, and producer for issues brought to attention by participants.
- Protect anonymity whenever possible.
- Report concerns, both their own and those reported by fellow participants, using the CRP, and communicate the resolution of such concerns to fellow participants as appropriate.
- Respond to concerns as quickly as possible (within 24 hours whenever possible).
- Shadow the SM on the safety walk-through (see the Basic Health and Safety standard).
- Commit with integrity and empathy to prioritize the safety and wellbeing of participants and discourage efforts (intentional or otherwise) to use the CTS to divide or create an atmosphere of “heroes and villains.”
- Engage the CRP if the SM is unable, unwilling, or is the individual of concern.
- Understand that their role is not to solve problems or act in a judiciary role, but serve as a confidential reporting channel and liaison.
- Understand that their role is one of service, and not a position of power or status.

### **Outside of the Actor Student Representative’s Scope**

- The Actor Student Rep should not override traditional roles of the SM, director, or any other member of the organization.
- The Actor Student Rep should never create divisions or marginalize participants.

## **Earlham College Department of Theatre Arts Election Process**

At some point during the business meeting that precedes the first rehearsal for each production, the Stage Manager will meet privately with the acting company to facilitate election of the Actor Student Representative (ASR) for the production. After answering questions, the Stage Manager will ask for nominations. If more than one person is willing to accept the position, the Stage Manager will distribute blank ballots on which each actor will vote for the person they wish to serve. Once the results of the election are announced, the Stage Manager will write in the ASP’s name and contact information and each member of the company will sign the document verifying the results of the election. The Actor Student Representative will also be indicated on the official contact sheet. And the election results document will be posted on the company call board.