

## **ETC COORDINATOR**

### **List of responsibilities**

1. Send out flyers each semester about ETC to ESU faculty that contains...
  - Description of ETC
  - Contact information for co-coordinators
  - ESU mark and theatre logo
2. Hold auditions the second week of classes. Post results within 48 hours.
3. Regular meetings (classes) should begin the third week of school
  - Prepare syllabus
  - Distribute information sheets
4. Order company t-shirts.
5. Book engagements for the semester. Make sure that complete information is provided not later than 3 weeks before a “gig.”
6. Plan, coordinate and run regular class meetings.
7. Meet regularly with co-coordinator for planning
8. Meet regularly with the faculty sponsor, Dr. Ryan.
9. Foster good relationships with “clients” and “sponsors.”
10. Remember that ETC is a responsibility. In order to succeed you need to keep open lines of communication with the company, the co-coordinator, clients and the faculty.