

TO: PRESIDENT CATIN

Operating Procedure for Dorothy Dickson Darte Center

I Budget

A. CFA operations

1. Student personnel

2. PRO ^{and Postcards}

1. letters to H.S. and Community groups relating to events ~~at~~ activity of students at CPA

2. Pix pertaining to publicity & public relations. (\$300)

3. TV tapes for promotion of events and activity of students at CPA

4. Brochures, flyers, posters, etc. for publicizing events and activity of students: Gordon Gallery, CPA events, Art & Music Dept. events, WCH schedule, Plays & musical productions, Faculty Seminar programs, special department lectures, Manuscript films, SG films

5. Cultural news ^{briefs} ~~letter~~ (can be incorporated in Quarterly) about related arts activity of students & graduates.

under the direction of the Director, who is responsible for scheduling facility.

Will serve all ^{Walke College} students, not any group.

will advance the artistic and College, and shall deal with the Community in a courteous manner.

will serve all College departments & Community group.

including,

TO: PRESIDENT CAFIN

FROM: ALBERT R. ARCH

3. Office supplies

4. Developing ^{additional} theater activity

I Budget

A. CPA operations

1. Student personnel

2. PRO ^{and post cards}

1. Letters to H.S. and community groups relating to events ~~and~~ ~~CPA~~ activity of students at CPA

2. Pix pertaining to publicity & public relations (\$300)

3. TV tapes for promotion of events and activity of students at CPA

4. Brochures, flyers, posters, etc. for publicizing events and activity of students: Gordon Gallery, CPA events, Art & Music Dept. events, WLH schedule, Plays & musical productions, Faculty Seminar programs, special department lectures, Manuscript films, SG films

5. Cultural news ^{briefs} ~~letter~~ can be incorporated in quarterly about related arts activity of students & graduates.

TO: PRESIDENT CATIN

FROM: ALBERT S. GIBSON

Operating Procedure for Dorothy Dickson Dante Center for the Performing Arts

I. The Center is under the direction of the Director of Cultural Activities, who is responsible for scheduling & administering the facility.

A. The Center shall serve all ^{Wilkes College} students, ~~not any~~
~~elite or specific group.~~

B. The Center shall advance the artistic and cultural needs of the College, and shall deal with students and the community in a courteous and expeditious manner.

C. The Center shall serve all College departments and any qualifying community group.

D. Seek external funding.

TO: PRESIDENT CAPIN

FROM: ALFRED S. GROH

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II. The Director of Cultural Activities is responsible to the Dean of External Affairs for carrying out the policy of the Dorothy Dickson Dante Center for the Performing Arts in compliance with the ~~policy~~ philosophy of the College.

- A. Encourage creative expression
- B. Develop cultural activity
- C. Coordinate campus cultural programs
- D. Serve as liaison between the College, community and schools

~~II~~

III. The Director of Cultural Affairs is responsible for carrying out the operating procedure for the Dorothy Dickson Dante Center for the Performing Arts

- A. Schedule all events and rooms
- B. Serve as administrative director of staffs including secretary and technical director
- C. Authorize work/study students and approve assignments and sign time cards
- D. Coordinate and approve publicity and public relations for all events (posters, programs, mime releases, etc.) pertaining to College-sponsored activity

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- E. Handle budget pertaining to the CPA & cultural programs originating in and emanating from the cultural arts center.
- F. Authorize loaning and/or rental of any equipment, props, tools, costumes, makeup, scripts, lights and cable, lightboard, etc. to schools and organizations.
- G. Coordinate with technical director efforts of Cleaning Services, Business Office, and Campus Maintenance for cleaning, servicing, and repairs to building and equipment.

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IV. The Director of Cultural Affairs ^{will} ^{these} observe priorities in scheduling events and programs in the Auditorium.

~~A. There shall be no rental fee charged to College organizations.~~

A. Theater department

B. Music department

C. Concert and Lecture Series

D. Manuscript films

E. Student Government films

F. College-affiliated affairs (Tax Clinic, etc.)

G. College-sponsored programs (Clubs, departments, etc.)

H. College-affiliated community organizations

I. Community organizations.

V. All rental fees ^{when they apply} shall be made payable to Welles College.

A. ~~There~~ There shall be no rental fee charged

~~to~~ College organizations, clubs, and departments (A, B, C, D, E.)

B. There shall be no rental fee charged outside groups affiliated with and sponsored by the College (F, G).

C. Rental fees charged to outside groups shall be determined by the nature of the event, the admission charge, and the organizations.

D. The College reserves the right to restrict the use of the Auditorium to local, area, and regional organizations only.

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VI. Operating budget for Dorothy Dickson Datta
Center for the Performing Arts

4. Facility

1. Office Supplies \$5,000
2. Equipment
 1. Office
 2. Projection Booth
 3. Special programs
3. Student personnel
 1. White Card \$3,360 for 4 full-time
 2. Blue Card \$2,106 for 3 part-time

B. Public Relations 95,466 Student help

1. Photographs 1,100.
2. Taping, TV, etc. [Hizbullah Channel 44]
3. Brochures, flyers, posters, etc.

C. Developing external programs

1. Travel (and Recruiting) 900.
2. Touring
3. Summer
4. Publications

TO: PRESIDENT CAFIN
FROM: ALFRED S. GROH

I. In order to respond to the growing and expanding role of the Center for the Performing Arts, it is recommended that the management, offices, personnel, and budget for the theater arts department and the Dorothy Dickson Darte Center for the Performing Arts be separate and independent.

A. Theater arts department chairperson

1. develop the academic program designed for theater majors
2. Counsel theater majors
3. prepare course offerings
4. schedule classes and departmental events to be held at the CPA
5. supervise departmental shows
6. supervise departmental budget

B. Director for the Performing Arts Center

1. run the physical plant
2. supervise and purchase equipment and supplies
3. teach theater arts courses
4. schedule all events held at CPA
5. supervise secretary, technical director, work/study students, CPA budget
6. advisor, Cue and Curtain
7. plan and direct creative experience for non-theater majors (extracurricular productions of plays, etc.)
8. strengthen and develop cultural ties between College and community

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C. Technical director

1. serve as administrative assistant
2. supervise activity in shop and on stage
3. supervise and train work crews for all events except theater arts department shows
4. perform routine maintenance of CPA equipment
5. assist in planning, preparing, and participating in cultural programs involving College and community

D. Assistant technical director

1. assist technical director
2. work with crews to prepare for and handle all events scheduled at CPA

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