

PROPOSED AMENDMENT

Note: this is a proposal for a new chapter to council policies exclusively on the Bob Comedy Revue.

Section 1: General

- a) The Bob Comedy Revue is a sketch comedy show produced by the Arts & Culture Commissioner in conjunction with a hired co-producer.
- b) this chapter will be in effect until March 1st, 2020, at which time Council may choose to permanently adopt, strike or amend this chapter.

Section 2: The Arts & Culture Commissioner

- a) The Arts & Culture Commissioner is responsible for co-producing The Bob Comedy Revue, their duties include, but are not limited to:
 - i) Hiring a co-producer
 - ii) Chairing The Bob Director Hiring Committee
 - iii) Advertising the Bob director hiring, casting, and performances in conjunction with the directors and the VUSAC Communications Coordinator.
 - iv) Ensure a venue is booked for the performance of the Bob Comedy Revue
 - v) Facilitate the sales of tickets both in the VUSAC office and at the door
 - vi) Work with the directors and co-producer to create a budget for The Bob, which will be included as part of the Arts & Culture Commissioner's budget
 - vi) Act as a liaison between The Bob and the VUSAC

Section 2: The Bob Co-Producer

- a) To be hired by the Arts & Culture Commissioner and the Bob Directors
- b) The Bob Co-Producer will be an ex-officio member of VUSAC.
- c) To co-produce The Bob Comedy Revue, their duties include, but are not limited to:
 - i) Facilitating auditions in conjunction with the directors
 - ii) Scheduling rehearsals in conjunction with the directors and subsequently booking rehearsal spaces
 - iii) Hiring a technical team, including, but not limited to, a Stage Manager, Technical Director, Costumes and Props Master, and an Assistant Stage Manager
 - iv) Attending rehearsals occasionally to ensure the director and cast are supported and that the show will be ready to be performed by show dates

Section 3: The Bob Director Hiring Process

- a) To be facilitated by the Arts & Culture Commissioner
- b) The following people are members of the Bob Director Hiring Committee

- i) The Arts & Culture Commissioner who will serve as chair
 - ii) The previous year's directors, if not reapplying
 - iii) The previous year's stage manager or technical director
 - vi) A representative of the equity commission
 - v) The Vice-President Internal
- c) The application must be released before the examination period by the previous Arts & Culture Commissioner. The application must include an overview of the applicants qualifications, ideas for The Bob, and a writing sample.
- d) Applicants may apply to direct in pairs but do not have to, the Hiring Committee does not have to hire both applicants even if they apply together.

Section 4: The Bob Director(s)

- a) Responsible for the cohesive, artistic vision of the Bob Comedy Revue
- b) Can be 1-2 people, at the discretion of the Bob Director Hiring Committee
- c) Will be an ex-officio member of VUSAC
- d) Duties include, but are not limited to:
 - i) Selecting a cast of The Bob at auditions
 - ii) Selecting and casting the sketches that appear in the show
 - iii) Developing a sketch writing style guide to ensure that there is uniformity in the presentation of sketches.
 - iv) Develop the writing and performance skills of the cast
 - v) Work with the hired technical team to ensure all of the technical needs of the show are met
 - vi) Explore other opportunities for The Bob to perform across campus

Section 5: The Technical Team

- a) The following members are hired to ensure the technical needs of The Bob are met.
- b) None may be cast members of The Bob
- c) Should there be no applicants for a certain position, The Arts & Culture Commissioner may ask a councillor on their portfolio to fill in, should they have the necessary skills.
- d) The Stage Manager
 - i) To be hired within one week of auditions.
 - ii) Attend blocking rehearsals and take notes
 - iii) Maintain a cast list and running order of the show
 - iv) Work with the director and cast to create a list of needed props and costumes
 - v) Facilitate the Bob's tech week and call the show
 - vi) Lead a paper tech with the Bob directors and Technical director
- e) The Technical Director
 - i) To be hired at least three weeks before the show

- i) Will work with the theatre staff to complete the sound, lighting, and projection design for The Bob
 - ii) Will work in conjunction with the Stage Manager to facilitate tech week
- f) The Props and Costume Manager
 - i) To be hired at least three weeks before the show
 - ii) Can be more than one person at the discretion of the co-producers and director
 - iii) Will ensure all props and costumes needed are available to the cast
- g) Assistant Stage Manager
 - i) To be hired at least three weeks before the show
 - ii) Can be more than one person at the discretion of the co-producers and director
 - iii) Work backstage during the show to assist with props, costumes, or set changes
 - iv) Assist the Stage Manager during show week, the needs may vary

Rationale:

Having an entire chapter on The Bob more clearly lays out the duties of every member of the production team.

A hired co-producer is so that the Arts & Culture Commissioner can hire someone who is more experienced in theatre production as it is not fair to presume the Arts & Culture Commissioner will have that experience or should have to have it. Additionally, producing a two hour show in the Bader is a lot of work for one person regardless of experience (note: VCDS has two executive producers). The duties are separated into ones that require a relationship with VUSAC (such as the budget and tickets sales) and ones that are more hands on (such as attending rehearsals and hiring a production team). However, it makes sense they be hired by both the Arts and Culture Commissioner and the directors as they are there to support all three of those people (and vice versa! This will very much be a team).

In terms of a hiring committee, in addition to the two producers, the previous director can provide specific insight into the needs of a Bob director, the previous SM or TD can ask about technical qualifications (despite being sketch there are often big technical needs and it is important that someone on the panel be familiar with those needs. An equity representative can ask candidates about how to make The Bob a more equitable space as well as work to ensure equitable hiring practices. The VPI is included as it is a VUSAC hiring process.

The duties of The Bob director(s) and technical team are based on my experiences working as the 2018 Bob Stage Manager, working with VCDS as both a director and stage manager, and conversations with a number of Bob alumni.

Given that these are big changes, a mandatory review clause was added at the recommendation of VPE Devon Wilton, so as to consider whether these changes worked, but can be considered before Bob Director hiring would begin.