

# 2026-2027 Mustang Theatre Company Board Application

**PLEASE READ CAREFULLY-THERE ARE MANY DATES THAT ARE IMPORTANT TO KNOW!**

## The Application

Neatly prepare and submit the following items in the correct order, in a folder with pockets

**This is due to Ms. Petz on Friday April 17<sup>th</sup>, no later than 3:30**

- Cover Sheet
- Letter of Intent
- Leadership Questions

## Cover Sheet

Include the following information:

- Name
- Position(s) Desired

## Letter of Intent (please double space, 12pt. font)

- Explain why you want to be a part of the theatre board.
- Explain why you are choosing to run for your specific position(s).
- Describe what your contribution to the board and the Theatre Dept. will be.

## Leadership Questions

Answer the following questions on a separate sheet. Your answers must be well thought out, as they will tell me more about you as a leader, and a person; so please think carefully. All answers must be typed in 12-point font and double spaced.

1. What are some qualities you admire in a leader?
2. What are your goals for this leadership role?
3. What challenges do you possess as a leader? How do you plan to overcome these challenges?
4. What three leadership qualities do you possess that would contribute to your role as a theatre board member?  
Tell a story that demonstrates your use of these leadership qualities.
5. Explain how you will manage your workload? How do you manage the unexpected?

## Teacher Recommendation

- Two teachers must complete the attached recommendation forms.
- Be sure to give your selected teachers at least one week to, complete and return the recommendation form.
- Any past or present teacher is acceptable, as are outside teachers (voice, dance etc.)
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## Leadership Workshop

- **Monday April 20th from 3:30-6:30-** anyone running for a position must attend the workshop.

## The Interview

- **Tuesday April 21<sup>st</sup>- See Ms. Petz for the signup sheet**
- Your application must be turned in before you schedule an interview.
- Come prepared and ready to answer questions that pertain to the position(s) you are applying. Also come with a list of questions that you may have for Ms. Petz

## New Board Announcement

The new board will be announced at our banquet on May 20th

## Duties of Office

### **President**

- Encourages all officers to meet responsibilities
- Assists all officers in their specific duties
- Divides and delegates work among officers
- Presides over all executive board and full Mustang Theatre meetings meetings/events
- Attends monthly Theatre Booster meeting with Ms. Petz and provides Boosters with a student report
- Coordinates dates and locations of all meetings
- Assures proper representation of club at any school event and delegates to the Activities Director
- Makes final approval of all suggestions/decisions made by officers
- Maintains the Thespian Bulletin Board
- Update/post on the group Facebook & Instagram page at least once a week
- Attends all Theatre Booster Meetings or coordinates with another board member to attend
- **Must attend all theatre events and activities**

### **Vice President**

- Sergeant of Arms at all meetings
- Assists president in his/her duties
- Acts as a representative for Mustang Theatre Company members and addresses grievances
- Presides over all meetings and events in the absence of the President
- Plans theatre banquet with assistance of the Activities coordinator and Historian
- Oversees the completion of the production programs
- Assists the Stage Manager in arranging crews for shows.
- Assists the House Manager in arranging ushers for all shows
- Coordinates ushers for all productions, and provides list to House Manager
- Ensures that House manager has submitted all usher hours to secretary for proper documentation.
- **Must attend all theatre events and activities**

### **Secretary**

- Keeps track of attendance at all meetings and events
- Records minutes at all meetings and submits to ASB monthly
- In charge of thank you cards for parents and volunteers throughout the year
- Maintains master contact list
- Keeps track of all Thespian points and hours
- Maintains updated records of Thespian points available for viewing
- Frequently posts updated points at minimum, once a month on the Thespian Board
- Makes sure everyone in Mustang Theatre Company is aware of how, when, and where to submit hours
- In charge of making point sheets
- Consults executive board concerning point levels
- **Must attend all theatre events and activities**

## Marketing Director

- In charge of marketing for all YLHS productions and activities
- In charge of contacting newspapers and surrounding school of all shows, events, etc.
- Creates a press release and tip sheet for shows and events
- Works with Video Production on all theatre related segments
- Maintains a brochure on YLHS Theatre Department
- Develops a marketing plan for all events
- Coordinates with Ms. Petz to make advertisements
- Works with the Vice-President to plan fund-raising events
- In charge of marketing and preparing a table with information for registration, back to school night, & 8<sup>th</sup> Grade Round-Up
- **Must attend all theatre events and activities**

## Historian

- Must attend all events and activities (including shows, CSz matches, parties, festivals, occasional crew meeting, build days, etc.) or **send a specific delegate to take pictures**
- Maintains scrapbooks from throughout the year
- Maintains department resume
- Delegates documentation to students in Theatre Classes
- Creates posters of events within two weeks of the end of the event
- Maintains photo bulletin board with updates photos on the call board
- Creates photo pages for the banquet (or our Theatre Yearbook)
- Collaborates with Vice President on Banquet Program by creating end of the year slideshow and video
- **Must attend all theatre events and activities**

## Activities Coordinator

- In charge of gathering the schedule of events and creating itineraries for events and making copies for each company member attending
- Researches rules and regulations about events so as to be able to answer questions asked by company members, parents, etc.
- Organizes Mustang Theatre Company events to include all club members
- Coordinates all Theatre activities including field trips, festivals, department parties, and social events.
- Organizes school involvement in school activities working with the Mustang Theatre Company President and ASB if necessary
- Distributes, organizes and keeps track of all permission slips
- Creates ways to fundraise in the theatre dept.
- **Must attend all theatre events and activities**

## Comedy Sportz Manager(s)

- Accept that this is a partner position, and that each manager holds equal rank and responsibility
- Have a flexible schedule
- Take attendance at each event, send report to Theatre Board Secretary and Ms. Petz
- Encourage team members to meet responsibilities of being a YLHS CSz HSL player
- Keep Ms. Petz updated of all Improv activities
- Work with Marketing Director to publicize!
- Coordinates dates and locations of all practices, and shows.
- Assures proper representation of team at any school event and delegates to the Activities Coordinator
- Update/post on the group Instagram and Facebook page at least once a week
- **Must attend all theatre events and activities**

# Theatre Board Cover Sheet



Name \_\_\_\_\_

Grade \_\_\_\_\_

**Position(s) Desired:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Will you accept any position? Yes \_\_\_\_\_ No \_\_\_\_\_

**2026/2027 Class Schedule:** (The exact period is not needed, just your class list)

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7

Please list any extra – curricular activities you are currently involved in, or plan to be involved in next year.

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# Theatre Board Teacher Recommendation #1

Please complete this teacher recommendation form for \_\_\_\_\_  
and return to Ms. Petz by April 20th

Student's intended position \_\_\_\_\_

\_\_\_ I do recommend this student for a Theatre Board leadership position

\_\_\_ I do not recommend this student for a Theatre Board leadership position

Grade in Class \_\_\_\_\_

Citizenship in Class (circle one): O S N U

Work Habits in Class (circle one): O S N U

Comments:

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Teacher Name \_\_\_\_\_

Teacher Signature \_\_\_\_\_

## Theatre Board Teacher Recommendation #2

Please complete this teacher recommendation form for \_\_\_\_\_  
and return to Ms. **Petz** by April 20th.

Student's intended position \_\_\_\_\_

\_\_\_ **I do** recommend this student for a Theatre Board leadership position

\_\_\_ **I do not** recommend this student for a Theatre Board leadership position

Grade in Class \_\_\_\_\_

Citizenship in Class (circle one): O S N U

Work Habits in Class (circle one): O S N U

Comments:

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Teacher Name \_\_\_\_\_

Teacher Signature \_\_\_\_\_