

# WOODLAND OPERA HOUSE RECRUITMENT PACKET

Dear Potential Board Member:

Thank you for taking an interest in the Historic Woodland Opera House. Serving as a board member is an exciting and rewarding experience.

This packet is designed to educate you about our organization, programs, and staff. It also outlines the roles, responsibilities, and expectations of board members. Contained within are details on the process of becoming a board member. New board members are considered throughout the year.

We hope you find this packet helpful in determining your interest in joining our team and deciding if our organization is a good “fit” for your talents and interests. Woodland Opera House is continuously growing and developing as an organization, and we rely on passionate, professional and dedicated individuals to help us sustain our mission.

Should you have any questions along the way, please feel free to contact us. We hope that we will soon welcome you as the newest member of our Opera House family.

Sincerely:

Mary Nauer

Board President

Angela Baltezare

Executive Director

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## WHAT WE ARE ABOUT:

### **Mission:**

The Mission of Woodland Opera House Inc. is to preserve and operate the historic Woodland Opera House, a California State treasure, for the benefit of the region and to nurture performing arts.

### **History:**

Designed in 1885 this building was the first opera house to serve the [Sacramento Valley](#). The builder for the community theater was Woodland contractor William Henry Carson. Several years later in July 1892 a fire that started in Dead Cat Alley behind the Opera House destroyed much of downtown Woodland, including the Opera House. There was uncertainty whether the House would be rebuilt but with the help of local businessmen the Opera House was rebuilt between 1895 and 1896. Many of the materials from the original building were used including some of the partially standing walls. After a brief resurgence, the Opera House was closed in 1913.

The Opera house remained closed and unused for almost sixty years until 1971 when it was purchased by the Yolo County Historical Society. After many local fund drives, donations, and monies from several different government agencies including the City of Woodland, restoration of the building began. Declared a [state historic park](#) in 1976, the building was later deeded to the State of California in 1980. The Opera House reopened in 1989, under agreement that it would receive no annual state funding.

The Opera House holds mainstage subscriber productions from August to June. The theatre also has a summer youth theatre camp in July/August of each year and a Family Theatre Program that runs throughout the year running in parallel to the Main Stage Productions. Alongside the stage productions the Opera House hosts many concerts throughout the year sometimes in coordination with other community events.

Some notable performers on the WOH stage in the late 19th and early 20th century include [Nance O'Neil](#), [James A. Herne](#), [Harry Davenport](#) Madame [Helena Modjeska](#), [John Philip Sousa](#) and his band, comics [Weber](#) and [Fields](#), [George M. Cohan](#)'s troupe, "[Gentleman Jim](#)" [Corbett](#), [John L. Sullivan](#) as well as rising motion picture stars [Sydney Greenstreet](#), [Walter Huston](#) and [Verna Felton](#). And most recently we can brag as the starting ground for such up and coming artists as Greta Gerwig.

**Performance:**

- Main stage productions- every season we have 5 shows. This includes musicals, comedies and dramas. We have been fortunate enough to have hosted premieres of comedies and musicals written by local artists. The company performs productions from across the spectrum of Shakespeare to contemporary comedies. We have won numerous local theater awards for the high quality of the performances.
- Theater for Families- every season we have 3-4 shows that are suited for families, even for small children. They are generally shorter and produced with a younger audience in mind.
- Special Events and Concerts- these occur throughout the year. Sometimes they are associated with other special events such as Woodland's Stroll Through History and other times they are stand-alone events.

**Educational Events:**

- Rising Stars- every season we are treated to productions which arise from our educational programs. These productions are held on the main stage, so it gives our young participants "real" experience on an actual performance stage.
- Each summer we have a theater camp called Showbiz Kidz. Participants perform a show for the general public and their parents at its conclusion.
- Our Theatre And Dance Annex (TADA) hosts dance, singing and acting classes for both children and adults. Students can learn audition techniques, tap/hip-hop/ballet/jazz in addition to classes in musical theater.

**Angela Baltezare- Executive Director**

Angela has more than 40 years' experience in education and theater, having taught and directed theatre in San Diego, Chico, Yuba City, and at Woodland High School. She has a long history at the Woodland Opera House, beginning in 1975 when she appeared on stage with the Way Off Broadway Players as Ruby in "Dames at Sea". In 1997, Angela developed the WOH Show Biz Kidz summer camp program. She became the Education Director in 2002 and has built a comprehensive theatre and dance program that now serves hundreds of local children. Angela has been our Executive Director since January 2014.

**Emily Jo Shepherd- Education Director**

Emily Jo has been active in the local theatre community since her elementary school days. After studying Creative Writing and Children's Theatre, she graduated magna cum laude from California State University, Sacramento. She directs and choreographs Theatre for Families and Rising Stars productions and enjoys performing as well. For her performances, she has received twenty-one award nominations and is the recipient of four Elly Awards, five Chesley Awards and an Arty Award. She teaches theatre arts classes at the Woodland Opera House and at schools in Solano and Yolo counties. She enjoys working with students of all ages and loves introducing them to the magical world of theatre.

**Cathy Oliver- Theatre Operations Manager**

Cathy Oliver has been with the Woodland Opera House for over 20 years in her role of Theatre Operations Manager. As part of her extensive responsibilities, she oversees the overall day to day operations of the box office and theater building from daily sales to scheduling box office and theater operations staff. She ensures a hospitable, smooth and efficient operation. Her responsibilities include programming and monitoring the Etix ticketing system, tracking daily sales and deposits, ticket account management and fulfillment, email newsletter, website maintenance, ordering and maintain office and theater supplies, theater rental contracts, concert contracts, and school outreach registration and sales. Her role is highly visible, and she interacts with customers, sponsors, vendors, clients, and guest artists providing the highest level of customer service.

### **Craig Vincent- Technical Director**

Craig Vincent has been involved in community theatre since he was 6 years old. He spent his younger years as an actor both on stage and on camera. He has several TV, film and commercial credits and is a member of SAG/AFTRA and AEA. In recent years, he found himself more intrigued by what was going on behind the camera and backstage, so he pursued an education and career in technical theatre. He earned a Stagecraft CTE Certificate and is currently finishing his Associates Theatre Arts degree. Besides being our technical director, Craig is a lighting designer for several other Northern California theatres and a partner in a local film production company. He considers the theatre his second home and is very happy to be a part of the WOH family.

### **Denise Miles- Costume Designer**

Denise Miles has been designing and creating costumes for the Sacramento theater community for nearly 15 years. She served as the resident costume designer for St. Francis High School's theater department from 2005-2016 and as costume designer for River City Theater Company from 2005-2012. Denise joined the Woodland Opera House as resident costume designer in 2011. In addition to these companies, Denise has designed for Artistic Differences Theater Company, Davis Musical Theater Company and Lipstick Theater at Northwestern University. Denise holds a design degree from the Academy of Art University in San Francisco.

### **Naomi Christianson- Theatre and Dance Annex (TADA) Office Manager**

Naomi has a background in business management and consulting. She manages front desk services at our Theatre and Dance Annex (TADA Studio). including class registration, scheduling, administration support and customer service.

## BOARD OF TRUSTEES:

### **Executive Committee**

Mary Nauer- President

Leslie Cochran- Co VP Finance

Sue Westwood- Co VP Finance

Marcia Gollobler MD- Secretary

Donna Gutierrez- Co VP Marketing and Development

Ginny Harding-Davis- Co VP Marketing and Development

### **Members at Large**

Jordan Power- City of Woodland representative

Katie Fuller

Scott Goldman

Kathy Harrison

Janine LaMar

Doyle Tuman

### **Non-voting Members**

Steve Cairns- Guild representative

Angela Baltezare- Executive Director

### **Board Meeting Schedule:**

Board meetings are scheduled on the first Monday of each month around the year. They are held in the mid-level lounge at the Opera House and typically last 90 minutes. Board committees meet on anywhere from an ad hoc schedule to a monthly schedule. There is usually one board retreat per year that is held on a Saturday at a venue somewhere close in the vicinity.

### **Terms:**

A Board member serves a 3-year term with the option to serve an additional term prior to "termining-out". (A termed-out board member may rejoin the board after one year). We have had several board members return for further service after a 1-2-year hiatus.

### **Board Responsibilities:**

The primary expectation of Board Members is to ensure the financial security of the WOH.

With the exception of non-voting Board Members, the following expectations are mandatory for all Board Members:

- Maintain a commitment to the mission and vision of the Woodland Opera House,
- Regularly attend board meetings – board members are expected to read all material for the meeting prior to the meetings,
- Fully participate in the fiduciary responsibilities of the Board of Trustees (e.g. familiar with financials, willing to act on "difficult" financial issues.),
- Active membership in at least one committee,
- Be an advocate for the WOH. Unless exempted by the Board President, Board Members must do at least one of the following:

Invite at least two people who are unfamiliar with the Opera House to each show.  
(Board Members receive free tickets for invited guests);  
Speak at functions about the WOH;



Maintain membership in organizations (Rotary, Chamber of Commerce, etc.) on behalf of the WOH.

- Send thank you cards as required (i.e. written notes, phone calls, personal contacts.),
- Attend at least one opening night to thank cast and crew,
- Cultivate Membership Actively seek out potential Board or committee members that would further the mission and goals of the WOH Board of Trustees,
- Required Participation in the Following Events:

**Big Reveal** – This event is held each January to formally announce the productions of our upcoming season. It is open to the public and our student group, Broadway Bound, performs numbers from some of the shows. The evening usually incorporates another activity such as raffle or auction. At a minimum, board members are expected to volunteer help, if needed by the event committee.

**Chesley Awards** – This event is held every summer (June/July) to celebrate our actors, technical crews, volunteers and donors. It is named for Gene Chesley who was instrumental in the movement to reopen the WOH in the 1980's. The evening consists of a social hour, program and dessert reception in the plaza. At a minimum, board members are expected to volunteer help, if needed by the event committee.

**Big Day of Giving** – This is a regional event that is held every May and is coordinated by the Sacramento Region Community Foundation. Several hundred non-profit organizations in the area participate for a 24-hour period, to collect donations for their individual organization. Board members are expected to volunteer help for this event, if needed by the event committee. In addition, each must donate at least the minimum required as an active board member by the BDOG organization during the event.

- Be prepared to work Will Call for every show.

The following are highly encouraged expectations of WOH Board Members:

Be a season ticket holder;

Guild membership at either level (Active member/Associate member).

## BOARD MEMBER JOB DESCRIPTION:

- Planning: particularly strategic, visionary long-term organizational planning;
- Executive support for the organization's Executive Director;
- Support in fundraising and development for the organization;
- Recruitment and orientation of new board members;
- Financial Management through fiscal oversight and ensuring effective resource management;
- Review the Executive Director's performance on a yearly basis;
- Review and protect the organization's mission;
- Serve as ambassadors and spokespersons for the organization to enhance the organization's image;
- Navigate challenges- evaluate board effectiveness, strengths and weaknesses;
- Choose the Executive Director, should and when the position becomes vacant;
- Ethics- ensures legal and ethical integrity and maintains accountability.

## BOARD COMMITTEES AND WORKING GROUPS:

### **Standing Committees:**

Nominating Committee: Chair- vacant

Social Media Committee: Chair- Mary Nauer

Marketing and Development Committee: Co-Chair- Donna Gutierrez, Co-Chair- Ginny Harding-Davis

Historic Presence Committee: Chair- Barbara Graham

### **Event Working Groups:**

The Big Reveal

Chesley Awards

The Big Day of Giving

## APPLICATION PROCESS:

We encourage all members of the community who are interested in participating at the Woodland Opera House to volunteer on one of our committees and get involved. Or participate with one of our productions either performing on stage or joining the technical crew backstage. While we do accept non-solicited applications for board positions, we prefer candidates to be nominated by current members of the board. **Applications are accepted year-round.** New board members are inducted onto the board on the month following their successful election to the position.

**Step 1:** Prospective board member reviews Board Member Recruitment Packet;

**Step 2:** Prospective board member emails completed application, resume (if desired), and a list of previous/current boards served to Cathy Oliver at [woodlandopera@gmail.com](mailto:woodlandopera@gmail.com);

**Step 3:** Above documentation is reviewed by Executive Director and/or Board President and/or Nominating Committee Chair;

**Step 4:** Nominating Committee makes recommendation to move candidate forward through the nomination process;

**Step 5:** The candidate is invited to attend a board meeting and may stay for any open discussions;

**Step 6:** Candidate is presented to the full board for discussion and a vote;

**Step 7:** If approved, the candidate is contacted by the President of the Board;

**Step 8:** New Board Member undergoes Orientation Process...and gets to work!!!

**Do you have questions?** Feel free to contact Cathy Oliver at [woodlandopera@gmail.com](mailto:woodlandopera@gmail.com) who will direct your question to the most appropriate person to receive answers.

APPLICATION:

THE WOODLAND

OPERA HOUSE

Board Member Application

Name\_\_\_\_\_Phone\_\_\_\_\_

Address\_\_\_\_\_

Relevant Experience and/or Employment (attach resume if relevant):

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Why are you interested in our organization:

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Area(s) of expertise/contribution you feel you can make:

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Other volunteer commitments:

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For Board Use Only:

\_\_Nominee has had personal meeting with either chief executive, board chair, or other board member.  
Date \_\_\_\_

\_\_Nominee reviewed by the nominating committee. Date \_\_\_\_

\_\_Nominee attended a board meeting. Date \_\_\_\_

\_\_Nominee interviewed by the board. Date \_\_\_\_

Action taken by the board: \_\_\_\_\_