**Board expectations for Executive Director accessibility, etc.**

**Hours of availability:** In recognition of the fact that Pentacle Theatre relies heavily on volunteers to conduct business, the Executive Director’s schedule flexes from day-to-day to accommodate work in the evenings. Hours of availability by phone or email are between 9 a.m. to 9 p.m. Monday through Friday to conduct business. When possible, schedule a meeting or phone call.

**Weekends**: The theater operates during weekends and often meetings happen during the weekends, too. The Executive Director is available during the weekends to respond to emergencies – and should be informed about things that will negatively affect patron experience (the smell during *Yellow* was a good example), accidents or injuries to volunteers or patrons and true emergencies (fire, sewer system issues, damage to the facility that will affect operations). If you need to tell the Executive Director something that doesn’t fall in those categories, send an email. You can expect a response during the next business day.

**Emails**: Please allow one **business** day to reply. If you don’t get a response to an email, please feel free to nudge the ED via text.

**Attendance at rehearsals:** Attending rehearsals helps the Executive Director better represent your show in Pentacle’s marketing. It enables the Executive Director and office team to answer patron questions about the production more effectively. It also connects the office team to the creative volunteers.

Depending on availability, there are a few key rehearsals the Executive Director will make a priority to attend (the ED may attend others or just pop in periodically to see how things are going):

* first read-through
* last full run-through before the show moves to the theater
* safety walkthrough
* Sunday dress rehearsal the week before opening