

Mermaids Committee Roles

President (Part of the Student Association Elections)

The President is responsible for chairing weekly meetings and making sure that the committee and all productions and events run smoothly. You will be the general point of contact for Mermaids matters and often deal with solving problems for productions. You are responsible for organising proposal meetings and elections, and for booking space for all Mermaids events and productions. This position is line managed by the Director of Events and Services and the Director of Student Development and Activities, who also sit on committee and are there for support and advice whenever you need it! You are a keyholder at the Barron (at the Byre), a member of the Students' Representative Council (SRC) and sit on two university theatre boards: the Byre Management Board and the University Drama and Music Committee (UDMC).

You will work closely with all of the committee on different matters, but particularly with the Vice President, who will be an invaluable asset in making sure Mermaids runs smoothly. You will also chair Presidents' Forums with the presidents of Mermaids' affiliated societies. A lot of this position is checking in on your committee and picking up odd jobs and tasks that will otherwise get dropped. There are often sporadic fires to be put out, and so the work is always changing, but that makes it all the more fun!

Candidates for this role should be very organized, have strong communication skills, work well in a team, and be passionate about St Andrews theatre!

If you have any questions or want to chat about the role, please contact Louise Anderbjörk (merpres@).

Vice President

The Vice President is in charge of both Mermaids finances and wellbeing support for the committee and anyone involved with our shows. You are responsible for setting the annual budgets and keeping on top of exactly what is coming in and out of the Mermaids accounts. You liaise with the Christmas Ball Convenor, Costumes Officer, Engagement Officer, Marketing Officer, Set & Props Officer, Box Office Manager, and Technical Officer regarding the setting of their budgets as well as purchases and contracts. As the Vice President, you get involved with Christmas Ball specifically to ensure that the budget remains a consideration and to help navigate staying within budget.

You are the primary point of contact on committee for anyone having wellbeing issues linked to their involvement with Mermaids, and you make sure everyone on committee feels supported and finds their time on the committee enjoyable (and plan plenty of committee socials!). This means you need to be friendly and approachable, but willing to confidently discuss issues in the committee and represent their interests. You must also be able to tactfully handle more sensitive concerns that might arise. You must be

able to establish a strong working relationship with the President, be able to support them with the daily running of Mermaids, and willing to chair meetings whenever they are unable to do so. The Vice President must be available and able to help the President figure out any difficult issues or decisions. Applicants should have significant experience and a detailed understanding of how Mermaids operates and be highly organised and approachable.

If you have any questions about the role, email Bella Hirst (ih64@)

Productions Treasurer

The Productions Treasurer is responsible for helping production teams manage their financial budgets for shows. This includes tracking show budgets, processing reimbursements, and ensuring productions can balance their artistic vision with a realistic budget. These responsibilities will require you to work closely with production teams, the committee, and the union cash office to keep everything running smoothly. This role is perfect for someone organized, detail-oriented, and open to learning – it's also a great way to gain hands-on financial budgeting experience while supporting student theatre. Your main role is assisting the producers of each show with any budget questions or issues they may have leading up to their show. You do not need to be numbers oriented to be successful in this role, but being comfortable with spreadsheets is helpful. The budget form can be intimidating, so the Productions Treasurer should be willing to provide helpful advice and guidance to teams whenever necessary. If you're passionate about performing arts and want to help make productions happen, this is the role for you!

If you have any questions about being Productions Treasurer, email Erin Loftus-Reid (elr9@)

Productions Coordinator -

If you're looking for a committee role all about people skills, problem solving, and many coffee dates, then Productions Coordinator is the role for you! The role has lots of varied responsibilities and requires time and effort, but it is immensely rewarding. As Productions Coordinator, you are the initial point of contact for all production teams. Throughout the year, you will support teams from proposal to performance, explaining how to fill out forms, answering questions via email and in office hours, and representing productions to the committee. You will liaise with the rest of the committee to ensure that all aspects of a production are going smoothly: i.e. rehearsals have been scheduled; props, costumes, and sets have been requested; and health and safety guidelines for each rehearsal and performance venue, are being followed. Primary responsibilities also include organising show proposals, from receiving documents, scheduling interviews, to sending acceptance and rejection emails; working with the Union to purchase production rights; and overseeing the Freshers' Drama Festival, a week-long celebration of theatre performed, directed, and produced by those new to the St Andrews theatre scene. Leading up to and during the Freshers' Drama Festival, you will act as a mentor to new Mermaids and provide additional help through every step of the process.

As PC you get to work closely with over a dozen teams over the year to help them achieve every step in order bring their show to life, and it's immensely rewarding.

Prerequisites for this position are simple: you have to be friendly and approachable, efficient and organised, knowledgeable about the process of producing shows in St Andrews, and finally, passionate about theatre!

If you have any questions about the role, email Lucy Turner (merprodcoordinator@).

Christmas Ball Convener -

The role of Ball Convener places you in charge of organising The Christmas Ball, Mermaids' primary fundraiser and one of the biggest events of the year! Working closely with the Vice-President and the Union Cash Office, you'll manage a budget of around £65000. With a capacity around 1700, you'll need to have excellent organisation, communication, and time management skills. You will be leading an executive committee as well as a wider subcommittee, so delegation and leadership skills are also very helpful to make sure all the jobs are getting done.

The role also allows you to plan The Golden Seashells, Mermaids' end-of-the-year awards social. This event is very flexible and can really be shaped into anything. Usually catering to around 100 guests, it is a much simpler project than Christmas Ball but still requires the same organisation and communication skills.

The position of Ball Convener is an incredible opportunity to gain experience in event planning, fundraising, and team leadership! If you have any questions about the role, please contact Lucy Callaghan (christmasball@).

Set and Props Officer -

The role of Set and Props Officer is first and foremost an organizational one, particularly suitable for you producers and stage managers. There is a lot of physical labour involved and you must be willing to have two to three hours to set aside weekly for van runs in addition to other duties. You will be the first point of contact and information for sourcing sets, materials to build sets, and props for the shows Mermaids passes, and often for outside groups as well. You are responsible for gathering sets and props lists from shows and liaising with the Byre Technical team to organize weekly van runs to ensure shows have all their sets and props in time for their performances. You will have control over the stock of these things that Mermaids owns and will organize what is available. You will manage the storage containers in Old Burgh School as well as the Mermaids storage in Ceres. You will also be able to expand the supply of things that are reasonably necessary for sets and props, for example, tools for set building, paint, or props that would be used for a lot of shows. Set & Props officer also books out the Mermaids owned keyboard,

and schedules time in the workshop. You will also be on the Barron subcommittee as well as the Mermaids committee and have a role in the transition to the Byre residency.

If you have any questions about the role, email Sara Whiteman (merprops@)

Secretary -

As Secretary for Mermaids, you are the record keeper: you are responsible for creating the agendas (by ensuring that apologies and points of discussion are included) for and taking the minutes in meetings. This is extremely important as all votes and decisions have to be recorded and the public nature of Mermaids as a subcommittee means they have to be clear and organised. Organisation and communication are probably the most important characteristics required to be Secretary.

You are in charge of the Mermaids email account, which means you are responsible for ensuring the weekly Mermail has the required content for the coming week and for sending it out. This also means that you will have to sort and forward the emails that are sent to the account to the relevant people. Though there is not much direct interaction with people, your voice and vote is incredibly vital and being Secretary is a very rewarding role which will teach you a lot about how the committee works.

If you have any questions about the role, please email Roslyn Bates (mermaids@)

Mermaids Engagement Officer -

Engagements officer is a position that lets you work directly with lots of people, and gives you lots of creative freedom over the kind of events you would like to run. The duties of this position can be categorized into 3 sections : organising freshers week, organising workshops during the semester, and organising socials. Of course, any other events that you would like to run within this are both entirely possible and wholly encouraged. The Engagements Officer position is one that starts off with a bang as freshers week is your time to shine. You'll be responsible for liaising with the committee and our affiliates to plan a slate of give-it-a-go workshops, hosting the Freshers Fayre booth, and planning any other socials during that first week. Then throughout the year you have a budget to apply towards hosting socials for the community and workshops with industry professionals. You will collaborate with the Backstage Shadowing Officer to create a range of workshops from collaborations with University staff to leading practitioners across the world. You're responsible for seeing that Mermaids always stays fun, informative, and above all remains a great way to make friends and share a passion for all things theatre.

If you have any questions about the role, email Caitie Steele (mermsengagements@)

Barron Manager -

The relocation from the previous Barron site on North Street to the Byre Studio has resulted in various operational changes with regards to the day-to-day management of the venue, but it has also meant the building of new relationships with the Byre staff and the emergence of new possibilities for the use of the space.

The 2025-2026 Barron Manager will be responsible for continuing to consolidate those operational changes, build those relationships, and realise some of those possibilities. This will involve:

- Overseeing the creative direction of the Barron Theatre by programming shows and events produced by Mermaids as well as by other student and community groups.
 - Organizing, advertising and overseeing independent Barron shows with the Barron Subcommittee.
- Update contracts for using the Barron, to be signed by all Mermaids and independent shows and events. These contracts should include rules for using the Barron, agreement to treat the space and all Byre staff and Barron Subcommittee with respect, etc.
- Lead Barron inductions for all teams using the space.
- Leading on strategic planning in order to ensure we are making best use of the venue; this could include diversifying programming, increasing training opportunities, or investing in new resources.
- Representing venue users' interests in ongoing negotiations with the University; these currently concern asset storage, access to the venue, and workshop provision.
- Liaising with the Byre staff on health and safety guidelines, operational issues, and audience development.
- Leading the Barron Subcommittee to ensure that technical, marketing, and front of house operations all run smoothly.
- Organizing and facilitating the 3rd annual Barron Short Playwriting Competition in October 2025. Ami will provide contact details for the sponsor.

Barron Manager is an exciting opportunity to gain experience in venue management and to shape a new era of student theatre in St Andrews. The ideal applicant will be highly organised, resourceful, and forward-thinking. They will need to have an in-depth understanding of the performing arts community in St Andrews, and be committed to maximising opportunities in student theatre.

If you have any questions about the role or its requirements, please email Ami Melville (am648@)

Costumes Officer -

The Mermaids Costumes Officer must combine creativity with organisation. You would have complete control of the extensive costumes wardrobe and be the liaison with all productions regarding costumes and makeup, as well as guiding them on areas such as design and historical accuracy. You will be responsible for allowing products from affiliated societies to borrow costumes as well as taking deposits from non-affiliated productions. You must be able to be diplomatic as different productions often ask for the same items concurrently. Sewing skills are preferred to the role as well as the recognition that the role is a big time commitment as you must be willing to help individual productions at short notice as they require you. The Costume officer will need to work with the Byre in order to ensure that all productions have the correct costumes ready to use from the storage room outside of St. Andrews. Finally, the Costume Officer will have the choice of finishing the digitization of the website, by taking photos of each item and uploading it.

If you have any questions about the role, please contact Amelia Thompson (agt6@).

Tech and Safety Officer -

The Technical Operations Officer is the role on the mermaids committee that deals with the logistics of the shows that go up and there are two main sides to that: Technical, and Health and Safety. The technical side of the role requires liaising with the production teams to make sure their technical aspects are all possible to achieve and helping each team to find a technician. You'll also have to ensure that there are enough trained technicians to help run shows and try to ensure that anyone who's interested in getting involved has the training and the opportunity to work on shows. To facilitate this, you will help lead Tech Training Days semi-regularly in order to provide training to new and aspiring technicians. The role also puts you in charge of health and safety inside Mermaids and requires making sure that risk assessments are provided for each show and that they're updated to incorporate any changes during the rehearsal process. You will then need to forward these on to the appropriate representatives of the Barron, Byre or StAge where relevant. In addition to the Mermaids committee, you sit on the Barron subcommittee. This means you will participate in conversations and decisions that affect the Barron's day-to-day and long-term objectives. Alongside this you will act as a key holder for the Barron, and contribute to the organization of get ins and outs for different Barron productions.

If you have any questions about the role, email Sofia David (asd20@).

Operations Manager -

The operations manager manages all rehearsal bookings for all Mermaids shows and Barron independent shows and events. You will be responsible for maintaining the excel sheet with all available rehearsal spaces and when they are. Maintaining communication between production teams, the Student Union, university and the Byre is also crucial in ensuring there are no

confusion. You will work under both Mermaids and the Barron subcommittee. Additionally, you are responsible to find fire marshals from both Mermaids and Barron committees for all Barron shows and events. It is the perfect role if you are good at time management, communications, managing spreadsheets and like working in a team.

If you have any questions about this role, email Carrie Cheung (kwc3@)

Box Office Manager -

The Mermaids Box Office Manager primarily makes sure that shows get seen and money gets made! You are in charge of talking to production teams and the union web team, running the box office for every Mermaids production with a small team, ticket design, press coverage, and complimentary tickets. You organise everything from individual reservations to press contracts so as many people see and hear about our shows as possible. Some of the skills you develop are leadership, problem-solving, communication both verbal and written.

Additionally, you will handle the archive of mermaid's material, i.e. collecting tickets, programmes and posters from all the productions. I would highly recommend the job to anyone who wants to get involved with theatre in St Andrews - being at the Box Office every week is a great way of meeting people who love theatre in St Andrews. It is a perfect role for anyone who is organised, comfortable with cash-handling, likes working in a team, and who wants to be responsible for the friendly front-of-house at every Mermaids show.

If you have any questions about the role, email Amalia Villegas Vega (barronboxoffice@)

Marketing Officer

Mermaids Marketing Officer is an exciting opportunity for anyone who enjoys design, social media and web management. Some prior experience in this role is great but not required! If you manage your own social media pages, know how to use Photoshop, Canva or Web Design and believe in advertising theatre opportunities to diverse audiences, then you're totally qualified!

Working with Mermaids, you will be creating graphics and social media posts for the committee, advising shows on how to make their marketing more effective and evaluate the proposals every semester. You'll also be responsible for managing and updating the mermaidstheatre.com website via Wix. This is an incredibly varied and rewarding job — a great chance to develop your creative skill and help create the look and presence of Mermaids.

Anyone who wishes to run for Marketing Officer, please think about how you could market a production of *The Little Mermaid*. Think about designs for both cover and profile pictures as well as any additional materials you think may be appropriate (sketches are fine but if you have graphic design skills, please use them!). Please send these designs to our President, (merpres@) at least 24 hours before the AGM.

If you have any questions about the role, please email Cameron Collier (mermarketing@)

Fringe Representative (Must be available in August 2026; Preferably also available in August 2025)

The Edinburgh Fringe is the world's largest Arts Festival, and you are responsible for facilitating Mermaids being there. As the Fringe Rep, you are responsible for the build-up to the Fringe, representation of Mermaids in Edinburgh in August and feedback to the committee in September. This involves helping groups out before applications for funding as well as leading successful productions through the Fringe application process. In the summer you will be the face of Mermaids in Edinburgh, helping with any last-minute things, organising group press sessions and assisting teams in their important publicity at the Fringe. It is a great way to get involved with arts administration and management and see what theatre lies outside St Andrews!

If you have any questions about the role, email Romo (mermaidsfringe@)