

# Organizational Chart

## Board

Board of Directors

## Senior Staff

Tim      Phousita      Geo      Doey      Peng Yom

## Junior Staff

Assoc. Administrator      Assoc. Program Director      Assoc. Artistic Director

Presenter      Instructors      Costumers      Cleaning      Newsletter      Gardener

## Consultants

ABC Payroll      Anstiss CPA      Anna: Web Dev      Costume cleaning

## **Doey (Fund Raising)**

Hours: 40 hrs/ month

### **Financial**

- Grant writing: Research & write grants
- Grant writing: Submit grant reports
- Sponsors: identify & contact individual & corporate sponsor
- Donors: organize VIP events (dinners, etc) for donors
- Fundraising: coordinate with board for fundraising table at performances
- Public relations & press releases to media

## **George (Co-Executive Director)**

Hours: 40 hrs/month

### **Financial**

- Bookkeeping: bills & deposits; maintaining Qbooks file with Anstiss
- Budget: work with board & staff to create & present annual budget to board
- Payroll: submitting monthly payroll, stipends & reimbursement with ABC
- Financials: Work with Anstiss and ABC to ensure submission of IRS, PC, etc.
- Grant writing: Assist Doey with grant writing & reporting
- Sponsors: Assist Doey & board with individual & corporate sponsor development

### **Organizational**

- Vision & Mission: overview of all operations
- Board: meetings, agendas & communications
- Staff: overview of junior staff postings, tasks, etc
- Visas: prepare & overview visas for masters
- Office work: collect & distribute mail, phone & email, maintain files
- Web site: work with Anna & staff to update, improve & revise Angkor Web site
- Community: meetings, collaborations with other organizations (UML, City, Revolving Museum, Boys & Girls Club, BBBS, etc)
- Miscellaneous administration: Mogan space, etc

### **Dance/ Youth Program**

- Bookings: assist Tim with presenter negotiations & contact
- Performances: assist Tim & Phousita with performance logistics, etc.
- Outings: organize troupe outings with Tim & Phousita

## **Phousita (Artistic Director)**

Hours: 40 hours/ month

- Performance: making dance program with Tim
- Performance: coordinate performance logistics with Tim
- Rehearsals: supervise dance instructors & sign time sheets
- Choreography: create new dance choreography
- Costumes: coordinate costumes with Tim & Peter

## **Tim (Co-Executive Director)**

Hours: 40/ month

### **Dance/ Youth Program**

- Booking: negotiate & contract performances with presenters
- Schedule: maintain, update & post booking schedule
- Performance: create budget for performance & send to Geo for payroll
- Performance: make dance program with Phousita
- Performance: coordinate transportation, food & hotel with Assoc. Program Dir.
- Performance: coordinate music with Assoc. Program Dir.
- Performance: coordinate props & costumes with Assoc. Program Dir.
- Costumes: clean, store & maintain props & costumes with consultant
- Costumes: purchase new props & costumes with Phousita
- Rehearsals: coordinate rehearsals with Phousita
- Rehearsals: notify members of cancelled rehearsals
- Master: coordinate with RUFA, etc
- Outings: organize troupe outings with Geo & Phousita

### **Organizational**

- Members: Process new members & input information