

## **Procedures for Selecting an Illinois High School Theatre Festival Historian**

Adopted by the ITA's Board of Directors on 6/10/19

### **About the Illinois High School Theatre Festival Historian**

The Illinois Theatre Association is at a crossroad. For forty-seven years of the Illinois High School Theatre Festival, it has had only two historians. Mina Halliday served as Historian from 1976-1987. Kurt Steinhauser served from 1988-2019. Through her work at the Illinois State Office of Education, Mina maintained Festival records until she moved to California in 1987. She left all records with Kurt Steinhauser who was IHSTF Executive Director-Elect at the time. With the end of the 2019 IHSTF, Kurt has formally resigned as the IHSTF Historian. The ITA is now in search for the next IHSTF Historian.

### **IHSTF Historian Responsibilities**

- Be a resource of historical information to the IHSTF Planning Committee, especially the IHSTF and ITA Executive Directors and conference staffs.
- Be advisor to, not director of, the Festival.
- Maintain historical attendance records.
- Maintain school address database (for postcard mailings and eblasts).
- Maintain college/vendor address database (for postcard mailings and eblasts).
- Keep historical files (maintain history section of [illinoistheatrefest.org](http://illinoistheatrefest.org) web page).
- Proof copy of all mailings
- Proof content on IHSTF website
- Proof content in IHSTF program.
- Attend IHSTF Planning Committee meetings in January, March, June, September, and November.
- Attend the Illinois School Theatre Festival (in January).
- Arrange for the storage of annual Festival posters at the ITA office.
- Maintain storage of all historical notebooks and boxes from entire history of Festival (last five years kept with Historian), all previous years stored at the ITA office.
- Work with the IHSTF Executive Director to review Exit Reports as they come in following each Festival and recommend a list of items that need to be discussed at future meetings.
- Work with the IHSTF Executive Director to review Chronologies as they come in following each Festival and submit suggestions for revisions.

### **IHSTF Historian Qualifications**

- **What are the minimum requirements?** 5 years of experience serving on the IHSTF Planning Committee (one year as Workshops or Play Selection, and the remaining four years can be any additional experience with the Festival)
- **Does the IHSTF Historian need to have previously served as IHSTF Executive Director?** It is preferred, but not required.
- **What is the minimum length of service of the IHSTF Historian?** 5 years.
- **What are the minimum technical skills required?** Microsoft Office, Google Suites, basic web page understanding, email proficiency.

- The IHSTF Historian shall be a member of the ITA in good standing.

## **Procedure to Select Historian**

### **Application Process**

A search for the IHSTF Historian position will be shared with the ITA Membership. The application process shall remain open for 1 month. Applicants must complete an application form (located on the ITA and IHSTF web pages) that includes:

- a) previous Festival experience
- b) qualifications
- c) the names and phone numbers of three references (two of whom should be past colleagues from the IHSTF Planning Committee)
- d) a personal statement as to why he/she wants to serve in this position

The completed application will automatically be sent to the ITA Executive Director, who will, in turn, notify the ITA Board President. Once the application process closes, within a one-month period, the ITA Executive Committee shall set up an interview with each candidate. At least one of ITA's Secondary School Theatre Division Representatives shall also attend these interviews. The IHSTF Historian shall be selected by a majority vote of the ITA Executive Committee. An IHSTF Executive Director may not reject the appointment of the IHSTF Historian.

### **Option for Five-year Additional Terms Once Selected as IHSTF Historian**

The IHSTF Historian may communicate his/her desire to continue or resign duties for an additional five-year term. This must be communicated to the ITA President fifteen months prior to the end of the present term.

In the event the IHSTF Historian wishes to continue his/her duties, and with the approval of the ITA President, the request to renew for five years would be sent to the ITA Executive Committee for approval. (Five year extensions may continue as long as approvals are granted.) If the IHSTF Historian's request(s) are not approved, a new search would begin with the intention that a new IHSTF Historian be given a year "training period" with the current IHSTF Historian, if appropriate.

In the event the IHSTF Historian doesn't wish to serve an additional five years, a new IHSTF Historian search would begin immediately, with the intention of a new IHSTF Historian being given a year "training period" with the current IHSTF Historian.

### **Option for Dismissal**

A request for dismissal of the IHSTF Historian should be communicated in writing to an ITA Secondary School Theatre Division Representative, who will forward the request to ITA's President, and copy to ITA's Executive Director.

The ITA President may then convene the ITA Executive Committee, who may conduct separate interviews with the person(s) requesting dismissal, the IHSTF Historian, and any other person(s) as deemed appropriate. The ITA Executive Committee may, by a majority vote, remove the IHSTF Historian from his/her position, appoint an interim IHSTF Historian, and begin the selection process for a new IHSTF Historian. The same process applies if the IHSTF Historian cannot complete his/her five-year term for personal reasons.

### **Play Selection Eligibility**

The IHSTF Historian's school shall not be penalized because he/she serves in a long-term capacity on the IHSTF Planning Committee. As a result, the school shall be eligible to submit a showcase for

consideration in the Festival. The school shall not be allowed to submit a full-length production.