

Volunteer Descriptions

PRE-PRODUCTION POSITIONS

Donations/Raffle

Donation volunteers contact local businesses for goods and services to be used for raffles at the shows. Volunteers will also sell advertisement for the programs. A 501(c) letter will be provided to hand out or email. This fulfills ALL 4 shifts. This starts the day of the parent meeting and ends the week of dress rehearsal, since it is a shift in progress and is done on your own time. The date on here is arbitrary and just needed to create the sign-up.

Costume Team Member

Costume volunteers assist the head costumer during the costume fitting, tech week, and during the run of the show. They will perform light seamstress duties (fallen hems/buttons), ironing, etc. Volunteers do not need to know how to sew to help with costumes. This fulfills ALL 4 shifts. The costumer will contact you for dates and times you will be needed. The date on here is arbitrary and just needed to create the sign-up.

***Cast Party Planner**

This is a new position for someone to get all of their shifts in. The cast party usually takes place after the last show commencing with a small meal or snack and beverage. This person will create a flyer to circulate and manage the collection from all the members attending. They will also order the food/snacks that will be served. They will have staff/volunteer support from the office to assist them in any way. This counts for ALL 4 shifts.

LOBBY POSITIONS

Asst. House Manager

Assist the House Manager with floating around the lobby to see if anyone needs anything. This person also may need to be a runner and float between the lobby and backstage or the green room. This helps the House Manager be able to multi-task during these high-traffic times during the shows.

Box Office Controller

Box Office Volunteers will be trained prior to performance dates on how to use our Vendini ticketing software. Box Office Controllers assist patrons in purchasing tickets, choosing seats and collecting money using the online ticketing system. (If you can purchase tickets online, then you can sell tickets. It's an easy software system.)

Box Office Assistant

Box Office Assistants help the Box Office Controller by taking money during the purchase transaction and write pertinent seating information down on the newly purchased tickets. They will also assist the Box Office with counting out the money collected 10 minutes after the show has begun.

Will Call

Will Call Volunteers distribute pre-purchased tickets to patrons before the show from inside the ticket booth. There is no handling of money.

Greeter/Programs

Greeters welcome our patrons at the front double doors. They will check tickets to confirm date/time of the performance and hand out programs.

Concessions/Wine

Concessions Volunteers sell food and drinks before the show and during intermission. They will also handle cash transactions and record the money collected after intermission. Wine is only served in the evenings.

Raffle

Raffle Volunteers set up the raffle table, sell raffle tickets before the show, during intermission. They will also assist with the drawing. They handle cash transactions and record the money collected after intermission.

Flower Grams

This volunteer sets up the Flower Gram table and sells flowers before the show and during intermission. They will also deliver the flowers to the Green Room. They handle cash transactions and record the money collected after intermission.

Ushers

Ushers ensure no one enters the theater before the house is open. They direct patrons to their seat and make sure there is no photography/videotaping during the performances. Ushers also ensure no drinks or food are brought into the house.

BACKSTAGE POSITIONS

** If you choose Backstage/Prop Crew or Makeup Crew, then please sign up for all 4 of your shifts either backstage OR Makeup. This really helps the cast have a smooth, consistent rehearsal process and show.

****Backstage/Prop Crew**

Prop Crew volunteers ensure that costumes and props are staged. They will move sets and props during the show and must work 1 dress rehearsal and 3 shows. This is an active position.

****Makeup Crew**

Makeup Crew volunteers do not need to know how to do pretty/beauty makeup. You will be trained in the style of the production. Please volunteer 2 techs and 2 shows. If you are able to do more than the 4, that would be greatly appreciated and will help the continuity of the show.

Green Room/Class Room Chaperones

Green Room Volunteers help with costume changes, assist with make-up/hair as needed, and ensure the safety of the cast before and during the show. A green room chaperone's shift starts at the call time and ends after all the children have been picked up.

Dance Room Monitor

Dance Room Volunteer will assist by reminding the actors to remain quiet as they transition from the green room to the stage while they make their entrances and exits throughout the performance.

OTHER POSITIONS

Office Assistance

This position is during tech rehearsal week. Assistance is needed for cutting paper, stuffing programs, wrapping flowers, and just basic prep for the lobby and production. You will check in with April Dalot.

Cast Party Assistant

This volunteer position will assist the Cast Party Planner. This may be help in setting up for it after the show, going to pick up food or decor or checking people in. This will count for one shift.

Costume Washer

This volunteer position will assist the Costumer in washing any items that don't have to be dry cleaned. This will be done the week after the show closes and the Costumer will coordinate when they will need to be done by. A great shift for someone with little ones at home. This will count for one shift.