



Volunteer Positions

Role Descriptions

VOLUNTEER POSITIONS - Please complete [THIS FORM](#) if interested

Stage Crew

- Crew members are responsible for keeping all technical elements of the show going backstage. Stage Crew positions include: Run Crew, Wardrobe Crew, Sound Board Operator, Light Board Operator, Body Mic Operator, and Spotlight Operator.

Responsibilities include:

- Attend all technical rehearsals and performances.
- Collaborate with other crew members, cast members, and stage management team to foster a supportive, educational, and safe backstage environment.
- Report to supervisors of varying backstage positions (i.e. Stage Manager, Assistant SM, Sound/Light Designers, etc.).
- Demonstrate strong problem-solving skills and ability to adapt to situations quickly.

House Manager

- The House Manager is responsible for any Front of House activity. The House Manager must maintain order and punctuality in Front of House as well as supervise volunteer ushers, concessions, and lobby traffic. They must attend all performances.

Ushers

- Ushers are responsible for taking tickets and distributing programs at the door during performances. They also assist the House Manager in setting up and taking down concessions during intermission. Ushers may volunteer for as many performances as they want and report directly to the House Manager.

Props Master

- The Props Master plays an important role in bringing the props of the production to life. They collaborate closely with the director and creative team to design all props needed for the production and ensure that they align with the artistic vision of the production.
 - Source, create, and/or borrow all props needed for the production.
 - Keep detailed records of expenses and track budgetary requirements.
 - Attend occasional rehearsals to implement props and maintain the quality of any existing rehearsal props.
 - Supervise the creation of props by volunteers and crew members, ensuring they align aesthetically with the artistic vision. Provide educational opportunities for volunteers to deepen their understanding of prop mastery in theatre arts.
 - Attend occasional production meetings to provide updates and problem solve anything related to the production.

Production Team

Role Descriptions

- Attend technical rehearsals to maintain quality of props and adapt prop design as needed to ensure artistic continuity.

Child Guardian

- The Child Guardian is crucial to maintain an organized, supportive, educational, and fun environment for young volunteer actors (under 16) during the rehearsal process. The ideal candidate is comfortable working with children, has a strong understanding of the backstage processes of a production, and provides a fun and safe atmosphere for the young volunteers.
 - Attend occasional rehearsals early on when child actors are present.
 - Checks child actors in and out of rehearsal safely with their appropriate guardians.
 - Maintains updated documentation of cues, props, costume changes, blocking, etc. for child actors and facilitates in keeping young actors on track backstage and during performances.
 - Develop a rapport with child actors to encourage a positive environment.
 - Assist child actors in getting ready and maintaining their character's track, including the necessary upkeep of their props and costumes.
 - Oversee downtime of young actors backstage and make sure that they remain quiet and respectful.
 - Attend all technical rehearsals and performances.