

# Center Stage Productions



## A Summer with Jason Robert Brown Parent Volunteer Task Descriptions

*In order to put on quality productions, we need all parents to help by volunteering. Below are descriptions to help you make your decision.*

### **VOLUNTEER OPPORTUNITIES**

**Props** Collect props. Enjoy frequenting garage sales and thrift stores searching for treasures or perhaps creative at making treasures yourself!

**Costumes** Assist the costumer in locating costume pieces either at thrift shops or by sewing with a pattern. Enjoy thrift store shopping, sewing, and/or altering clothes.

**Sets - Construction** Construct the sets, scenery and/or props for our show. Help make repairs as needed during run of the show.

**Sets - Painting** Paint scenery and/or props prior to production week. Artistic people are needed for detail and design work as well as people who can paint simple set pieces with plenty of instructions.

**Program** Help with any of following task: collecting info, mock-up, typesetting, photographing the cast, data entry on computer.

**Public Relations** Help distribute fliers and publicize the show in the community and at local schools, including newspaper articles, local magazines, local events, etc.

**Fundraisers** Help us organize and execute fund raisers throughout the production to help fund the show. Examples might be organized rehearsal dinners, smoothies, etc. Collect donations from local businesses for our performance opportunity drawings.

**Cast Party** Plan and organize cast party: location, food, flyers, and any donations. Must be available to help with cast party on Tuesday, July 22<sup>nd</sup> from approximately 4pm-7pm.

### **PRODUCTION WEEK VOLUNTEER OPPORTUNITIES**

*(Parents are required to work a minimum of 2 rehearsals and 2 performances)*

**Load In** Help load the sets, props and costumes and deliver to Charter Theater, unload and setup. Load In is set for Saturday, July 12th from 8am-2pm.

**Load Out** Help strike the sets, props and costumes from Charter Theater into trailers and then out of the trailers into the storage facility on Sunday night after final performance. Load Out is set for Sunday, July 20th, 9:30pm-12:30am.

**Backstage** Assist crew members with moving sets on and off the stage during dress rehearsals and shows. Looks good in basic black.

**Headset** Follow script offstage left or right with headset on to alert Stage Manager when stage is set correctly and backstage crew and cast are set. Looks good in basic black.

**Greenroom (Girls & Boys)** Supervise and help cast in dressing rooms. Needs to be a good disciplinarian - maintain quiet and order. Help cast to hang up costumes and maintain cleanliness. Create simple activities for cast members.

**Makeup and Hair** Work with director and design team to create appropriate makeup and hair styles. Help to plan and apply makeup for the cast in the show.

**Entrance and Exits** Organize cast for entrances and exits to/from the stage. Verify cast have proper costume pieces. Maintain crowd control; able to keep cast quiet and orderly backstage during show. Looks good in basic black.

**Script Supervisor** Follow script and scene breakdown. Works closely with *Caller*, specifying which groups of cast members are required next in the backstage area.

**Caller** Works closely with *Script Supervisor* and *Entrance and Exit* people, ensuring that the appropriate cast members are ready when they are required backstage.

**Microphone Technician** Organize and maintain wireless body microphones. Help cast members to put on microphones and aid in sound check.

**Sound Caller** Help the sound technician by calling microphone and sound effect cues for the final rehearsals and performances.

**Spot Light Operator** Operate one of the follow spots during performances, following a script, cue sheet and verbal cues from the stage manager.

**Snack Sales** Purchase snacks, drinks and ice for cast and parent volunteers to consume backstage during production week. Monitor the snack shack during rehearsals and performances, collecting money.

**Front of House Manager** Supervise lobby sales, concession sales, ushers, box office. Liason between backstage personnel and front of house personnel. PERFORMANCES ONLY.

**Lobby Sales** Plan and/or supervise any of the following CSP Sales events: opportunity drawing, flower sales, video sales, photo sales, show sign-ups, and additional activities as selected. PERFORMANCES ONLY.

**Concession Sales** Plan and/or supervise snack and drink concession sales in the lobby before, during and after performances. PERFORMANCES ONLY.

**Usher** Hand out programs and help patrons find their seats before, during and after performances. PERFORMANCES ONLY.

**Box Office** Plan and/or supervise ticket sales in the lobby before performances. PERFORMANCES ONLY.