



VOLUNTEER DUTIES

GREEN ROOM

- Get red volunteer t-shirt from Volunteer Coordinator.
- Sign in and out sheets - must have a parent sign them out. Sign in/out sheets will be supplied and ready to go at beginning of shift.
- Help with makeup/hair if needed.
- Keep order in Green Room
- Watch running order of show and be prepared to remind the kids if they should be getting on stage.
- Ensure all supplies are in the room: sewing kits, tape, elastics, pine, etc.
- Take student counts to make sure all are accounted for.
- Room must be left in an organized and clean manner after every show is done.
- First aid kit will be with stage manager
- Return red volunteer t-shirt to Volunteer Coordinator before heading home.

DRESSER

- Get red volunteer t-shirt from Volunteer Coordinator.
- Help with quick changes Backstage
- Be ready to help and assist with any other duties that may be required.
- Watch running order of show to make yourself prepared to respond to performers requests.
- Assist Backstage/Green Room , etc.
- Return red volunteer t-shirt to Volunteer Coordinator before heading home.

COSTUME ASSISTANT

- Get red volunteer t-shirt from Volunteer Coordinator.
- Ensure costume pieces are kept together.
- May have to assist with costume changes.
- Repair small problems (bring small sewing kit if you have one) and let Lindbjerg Teachers know if something needs large repair.
- Organizes costumes with accessories, ensure that they are hanging or placed correctly at the start and end of each show.
- Ensure that costumes are being worn according to Costume Coordinator's or teacher's specifications.

- Ensure no child goes on stage without correct costume attire.
- Ensure that no child leaves before they have checked their costumes in.
- Do not leave Green Room until Green Room is tidy and orderly.
- Hang up and account for costumes during and following the show.
- Assist the Green Room if needed.
- Know location of first aid kit.
- Return red volunteer t-shirt to Volunteer Coordinator before heading home.

BACKSTAGE CREW

- Take direction and report to the stage manager when you arrive. You may go into the theatre to do this without being invited.
- Assist with moving and adjusting set pieces, placing and returning set pieces to the start of show position at the end of the show.
- Pulling curtain as directed by the stage manager
- Guiding children on and off stage safely, supervising children in the wings of the stage
- Run or operate equipment, plugs as needed for show and as directed by stage manager
- Props: counting at the start of show to coincide with list, return at end of show to side of stage or designated location
- Know location of first aid kit.
- Return red volunteer t-shirt to Volunteer Coordinator before heading home.

FRONT OF HOUSE / TICKET TAKERS

- Collect tickets at door of theatre and sell tickets
- Report to “Front of House” at call time.
- Answer questions from audience members.
- Open and prop doors to theatre when given the OK by Stage Manager, approx. 30 minutes before show starts. Seat wheelchair patrons first!
- Handout Programs.
- Assist in setting up extra chairs in theatre.
- Assist with re-entry of patrons into theatre
- Ensures no parents enter the theatre until the performance
- Be ready to help and assist with any other duties Backstage or in the Green Room that may be required.