

Volunteer Positions

Orphan Girl Children's Theatre

CREATIVE VOLUNTEER POSITIONS

Props Master

Reports to the Director of the Production and the Production Manager

- In charge of creating props that enhances the play, while meshing with the artistic integrity for the show created by the Director.
- Duties may include making, shopping or ordering while staying within budget restrictions.
- Notify parents of anything that we are in need of to borrow or as a donation.
- Track all borrowed items and oversee that they are returned promptly following production close.
- Read the script, create a list or database of necessary props. Submit list to director for approval and additions.
- Add to the list or database as needed throughout the rehearsal process.
- Set up the prop table and staging areas then label by artist or character.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Costume Designer

Reports to the Director of the Production and the Production Manager

- In charge of creating and finding costumes that enhance the play, while meshing with the artistic integrity for the show created by the Director.
- May include sewing, thrift store shopping and/or altering clothes.
- Costumes should also enhance the production by adhering the world the playwright has created.
- Attend some rehearsals and work in between rehearsals to ensure costumes are completed on time.
- Assign volunteers specific jobs during each rehearsal along with any take home projects. Meet with volunteers during rehearsal(s) to work on sewing, purchasing, assembling, cutting and/or fitting of costumes and accessories on performers.
- Assist in keeping costumes organized and ready.
- Be willing to collaborate with the director on design issues, such as style, shape, color or texture
- Required to stay within the specific show budgets created by the Artistic Director.
- If needed, required to be at pick up rehearsals of a two weekend run.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Hair/Makeup Designer

Reports to the Director of the Production and the Production Manager

- Work with director to determine makeup needs.
- Notify parents if they need to provide any supplies.
- Purchase any new make-up and supplies staying within cost restrictions.
- New makeup labeled and placed in kits/baggies according to name.
- Hold brief meeting/instruction time with volunteer parents during tech week rehearsals.
- Supervise parent volunteers in makeup areas evenings/afternoons of performances. Many of the duties can be done on your time during the rehearsal weeks.
- Be available during final rehearsal week, and present for at least two full rehearsals.

Set Designer

Reports to the Director of the Production and the Production Manager

- In charge of creating a set design that enhances the play, while meshing with the artistic integrity for the show created by the Director.
- Set design created should be used to motivate actions onstage, indicate events taking place offstage, and create mood and changes in mood.
- Possibly be able to execute/locate people to help build the set.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Construction Crew

Reports to the Set Designer and the Production Manager

- In charge of the completion of the construction of the set with the scenic carpenter, after design elements have been put in place by the set designer.
- Maintain a safe workspace.
- Will work with the set designer, scenic carpenter and technical director to load in the set, tear down the set and be heavily involved in strike.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Sound Designer

Reports to the Director of the Production and the Production Manager

- In charge of creating and finding sound cues that enhance the play, while meshing with the artistic integrity for the show created by the Director.
- Sound cues created should be used to motivate actions onstage, indicate events taking place offstage, create mood and changes in mood and build transitions between scenes.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Lighting Designer

Reports to the Director of the Production and the Production Manager

- In charge of creating light cues that enhance the play, while meshing with the artistic integrity for the show created by the Director.
- Light cues created should be used to motivate actions onstage, indicate events taking place offstage, create mood and changes in mood and build transitions between scenes.
- May help hang lights if needed.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Videographer

Reports to the Director of the Production and Production Manager

- Responsible for filming the production as many performances as necessary for a quality recording.
- Edits and records the final production for archival purposes.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

FRONT OF HOUSE VOLUNTEER POSITIONS

Janitorial and Maintenance

Reports to the Artistic Team

- Maintains the cleanliness and operational integrity of the space.
- These volunteers may be case-by-case depending upon the needs of OGCT at any given time.
- Specific events where volunteers are needed include (but are not limited to) auditions, productions, special events, fundraisers, parent meetings, and set up for board meetings.

Poster Distribution

Reports to the Volunteer Coordinator and the Artistic Team

- In charge of picking up posters from the staff at OGCT
- Hanging posters/distributing flyers at least 2 weeks before the show opens
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Rehearsal Monitor

Reports to the Director of the Production and the Volunteer Coordinator

- Arrive on time for rehearsal to which you are assigned.
- Help the cast to maintain rehearsal rules, etiquette, and policies of OGCT.
- Make sure all safety and emergency procedures are followed and communicated clearly.
- Maintain order offstage as necessary.
- Assist handicapped participants as necessary.
- Watch unauthorized entry into the theater and ensure that no one is at the rehearsal who shouldn't be (no guests – rehearsals are closed).

- Keep young artist inside the building after rehearsals until released to the guardian.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Usher

Reports to the Volunteer Coordinator and Box Office Manager

- Arrive 15 minutes prior to Box Office opening.
- Welcome patrons. Make sure that patrons entering have proof of tickets, either with a physical ticket or online confirmation
- Assist in directing foot traffic to box office, concessions, house/seating, restrooms, or other areas.
- Maintain a friendly and approachable demeanor.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

House Manager

Reports to the Stage Manager and Box Office Manager

- Decides when the house is clean, open and all cast members are backstage. This is articulated to both the Stage Manager and Box Office Manager after a walk-through of the house and lobby
- Works closely with the Box Office Manager and the stage manager to ensure the timely start of the show.
- If there is a waiting list, the House Manager is responsible for counting and relaying to the Box Office Manager how many seats are open
- In certain circumstances, may be responsible for handing out programs
- If there are late arrivals, is responsible for safely seating those late in the dark.
- Ten minutes to curtain, House Manager should address the house to fill in empty seating in order to make room in anticipation of late comers.

Concessions Volunteers

Reports to the Concessions Manager and Volunteer Coordinator

- Work the concession tables before, during intermission and after performance.
- Arrive about an hour before doors open to help set-up.
- One to two volunteers will be asked to help with final breakdown and clean-up during Strike.
- Will be at concessions with a Board Member
- Should be comfortable counting money.
- Will fill out a concessions report each night.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Fire Watch

Reports to the Artistic Team and Volunteer Coordinator

- Fire watch involves maintaining close observation to ensure fire safety. Fire watch is delegated to one person or a group of individuals.
- According to the Occupational Safety and Health Administration (OSHA), the individual or group of individuals on fire watch cannot be responsible for another work duty while involved in the fire watch. People on fire watch should make periodic rounds to ALL AREAS.

- During these rounds fire watch personnel ensure there are no signs of fire or other emergency.
- Communication involves having a telephone available to report fire outbreaks.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

BACKSTAGE VOLUNTEER POSITIONS

Backstage Monitor

Reports to the Director of the Production and the Volunteer Coordinator

- Arrive on time for show to which you are assigned (same call as cast)
- Help the cast to maintain an orderly backstage
- Make sure all safety and emergency procedures are followed and communicated clearly.
- Maintain order offstage
- Assist handicapped participants as necessary.
- Watch unauthorized entry into the theater backstage and ensure that no one is backstage during the show who shouldn't be
- Help the stage managers with check out of young artists at end of show
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Sound/Light Board Operators

Reports to the Director of the Production and Stage Manager

- Required to attend all full show runs that utilize light/sound cues including but not limited to tech week rehearsals and final dress rehearsal.
- If needed, required to be at pick up rehearsals of a two weekend run.
- Required to run the light cues/sound board during the shows. This includes running a light/sound check before the show and maintaining lighting during the show.
- Conduct themselves in an appropriate manner in regards to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Costume Dressers

Reports to the Costume Designer, the Production Manager and Volunteer Coordinator

- They are in charge of costumes backstage during final rehearsal week and performances.
- Organizing and labeling bags for street clothes, keeping costumes organized, repaired, clean, ironed/steamed and in order.
- Keep track of costumes, check-in and check-out, check for and repair or report damages.
- Finalize last minute details to costumes.
- Assist costumers in the maintaining of costumes along with dressing the performers during performances.
- Must be present for at least one rehearsal during tech week.
- Conduct themselves in an appropriate manner in regard to working in a children's theatre and help create an environment free of judgement that fosters creativity.

Hair/Makeup Volunteers

Reports to the Hair/Makeup Designer, Production Manager and Volunteer Coordinator

- Attend meeting the week of tech week.
- Assist in the application of stage makeup and hair needs on performers before dress rehearsals, performances and should be available for makeup recheck and touch-up at intermission if needed.
- Conduct themselves in an appropriate manner in regard to working in a children's theatre and help create an environment free of judgement that fosters creativity.