

CHCA Upper School Theatre Department Volunteer Position Descriptions

1. COSTUME TEAM

a) Costume Leadership Team

The Costume Leadership Team supervises the collection and organization of the costumes for the show and is the primary contact between the Director, Creative Team Leader and the Costume Team.

The Costume Team Leader is responsible for the following:

- Getting the vision for costumes from the Director and Creative Team Leader and making an overall plan
- Making sure that the team, within budget, acquires all the costumes and accessories, either by them designing costumes to be made, purchasing, renting, or borrowing.
- Working with the Creative Team Leader to ensure coordination of the whole look with Props, Makeup and Hair.
- Organizes the schedule of fitting of the costumes (with the team and the Director)
- Ensures the organization of the costumes for the dressing rooms
- Attends the costume parade with the Director, taking notes on what needs to be fixed, replaced, or still obtained
- Makes Costume Plots (from information given by the Director)
- Arranging for an adult costume team member to be present downstairs during each show for costume and other emergencies
- Management of costume inventory including checking items in and out during strike
- Arranging for cleaning or return of costumes
- Turning in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

b) Costume Team members:

- Organizer-sorting, labelling
- Support – designing, measuring, pinning, cutting, sewing
- Shopper – fabric, supplies, thrift store shopping
- Tech week assistant – steaming, ironing, errands
- Clean-up crew – laundry, dry-cleaning, put away costumes.
- ANY TIME COMMITMENT OR LEVEL OF ABILITY IS WELCOME!!

2. SET TEAM

a) Set Leadership Team Leader: Jim Jung

b) Project Leader: take direction from the Set Team Leader and lead students and adults to work on a project during a set build session. Does not have to be at all set builds but when available, attends and takes leadership role.

c) Set Team member: Any skill level or time commitment welcome. Volunteers will be directed by the Set Leadership Team or Project Leader and must follow all shop and theatre safety guidelines. Set build sessions include building, painting and set dressing as well as odd jobs. Instruction cheerfully given and working alongside your student is encouraged as whole families join in the fun.

3. PROPS TEAM

a) Props Leadership Team:

The Props Leadership Team supervises the acquisition or building of set and hand props and is the primary contact between the Director, Creative Team Leader and the Props Team. The Leadership Team is typically a blend of students and adults.

Responsible for the following:

- Maintaining the Props List
- Locating and creating props, or recruiting volunteers to locate and create props
- Organizing the props backstage when they are dropped off (with the help of the Student Stage Manager)
- Coordinating with the Director/Creative Team Leader to make sure props are appropriate and correct
- Coordinating with and consulting with the Technical Director on large or specialty props
- Supervising the storage and return of props during Strike
- Turning in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

b) Props Team member:

Props Team members create, locate, purchase, donate, transport - ANY TIME COMMITMENT OR LEVEL OF ABILITY IS WELCOME!!

4. CANDY GRAMS TEAM

a) Candy Grams Leadership Team:

The Candy Gram Leadership Team is responsible for:

- Consult with Jenny at GTF about candy order
- Preparing items, cards, signage (coordinate with FA Office), bins
- Supervising before each show and at intermission, keeping cash box

b) Candy Grams Team member:

Needed 30 minutes prior to show and at intermission. For Musical/larger shows: may need to help prepare Candy Grams ahead of time.

5. HOSPITALITY TEAM

a) Hospitality Leadership Team:

The Hospitality Leadership Team is responsible for the care and well-being of the Cast, the Crew and the Staff (Director, Tech Director, Music Director). S/He is responsible for the following:

- Locker signs: laminate and hang
- Check in cast/crew for tech week meals (or recruit volunteers).
- Organize Saturday meal between shows for the Musicals – Recruit one or two Hospitality team members to be point people for the meal.

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- Organize parent donated snacks for tech week. Snacks and water bottles from GTF will be ordered for the week before tech week by the FA office
- Concessions – Recruit one or two Hospitality team members to be responsible for coordinating supplies with the FA office, organizing supplies, cash boxes, and managing concessions volunteers
- Organize Production Party – Recruit one or two Hospitality Team members to be responsible for the party. The Production Party provides a welcoming environment for the students of the cast and SPT (crew) along with the Directors, usually Friday following the show. There is a budget for food. Locations close to school are preferred. Orchestra included on musicals.
- Turn in all receipts to the FA office for reimbursement within 30 days after the production using the reimbursement form provided.

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