

Job Description – Volunteers

Volunteers will be using SignUp.com (new this year). If you do not have an account already, please register for an account.



All volunteers will have the ability to purchase 6 tickets ahead of everyone else.

You are allowed to volunteer for more than one day.

Chaperone

You will sit at the dressing room door during the duration of the show. It is perfectly acceptable for you to bring reading material, a laptop or an activity to keep yourself “busy”.

You can / might assist the dancers if they need anything.

If there is a behavioral problem with any dancer, ask other students to give you his / her name. Please note their names and incident. I will gather this information from you and it will be given to Mrs. Jones. If the situation needs immediate attention, please call. (phone numbers below)

Your main job is to keep the dancers in the dressing room and non-dancers out of the dressing rooms. From report time 4:15 pm (Tu), 2:45 pm (Wed), or 5:40 pm (Th, F, Sa) until the end of the show.

Dancers must stay in the dressing rooms unless it is time for them to dance. They are not allowed to “hang” outside this includes “just” outside the door. It is best the doors to the dressing room remain closed due to the dancers changing costumes – privacy. They are not allowed to leave campus for any reason.

If a student needs an ice pack, ice is located backstage by the changing rooms (period 6 uses these dressing rooms). Please call below phone number if the injury needs additional attention.

They may go to the bathroom, but just 2 at a time (their costumes must be covered and wearing shoes). Please have them fill out the attached log.

No one (including parents) are allowed in the dressing rooms - only dancers assigned to that dressing room. If something needs to be given to a dancer, it can be given to you to give to the dancer.

If you need to leave the room for any reason (use of the restroom, etc . . .), please call below phone number to have an adult cover the room in your absence. Students are not to be left without adult supervision, a security guard outside the room is not acceptable supervision in your absence.

*You will be the last one to leave the room – students are not to be left in the room alone at any time. The students will clean up the room after the show, Mrs. Jones covers this with the students and takes great pride in her students doing this task.

Security roams the campus around the PAC – they are there to assist you in any situation that may arise.

Marita Frank – add phone number

Renee Schwartz – add phone number

Time commitment –

Tuesdays - 4:15 pm – 30 minutes after the show*

Wednesday - 2:45 pm – 30 minutes after the show*

Th, F, Sat - 5:40 pm (Th, F, Sa) – 30 minutes after the show*

Ushers

Your main job is to monitor the audience and stop any disruptive behavior. You might also need to help people find their seats and give them a program.

Assist and know how to help our handicap guests – whether it be a wheelchair, walker, crutches, etc.

You need to enforce the following rules:

- No food or drink in the PAC
- No flash photography (videotaping is okay as long as the camera/phone is not obstructing anyone's view)
- No cell phones or pagers
- No rude or disruptive yelling

You will need a flashlight with you (cell phone flashlight is acceptable). You will hang out in the side aisles. If you hear or see anyone breaking one of the rules listed above you need to ask them to stop – you can flash your flashlight on them if it seems necessary. If they will not comply then get one of the campus security officers so the guest can be escorted out. Please be on the lookout for disruptive behavior. This is not a rock concert – the audience should act as if they are at a professional play – they should not be yelling out names of dancers or yelling

in any other way that would ruin the performance for others sitting around them. Cheering as a reaction to the performance is obviously okay. If you hear a group of people doing this please ask them to stop immediately. If any other problems occur, such as people sneaking in, you can find a campus security officer to help with the situation.

You will need to stay *after the show to do a visual sweep of all aisles to see that all trash is picked up and disposed of. Leftover programs return to the box of programs located at the entrance.

Time commitment –

6:30 pm – until 15-30 minutes after the show*

Ticket Takers

You will be taking tickets from people at the door once the house opens. You need to use your Smartphone for this job. This job involves a bit of crowd control. Also, look out for people with food or drinks. (It is not allowed in the theater.)

Time commitment –

6:15 pm – 7:15 pm

Refreshments

You will be setting up refreshments and selling them before the show and during intermission (come out to the table a few minutes before intermission starts). After the show, you will help with clean-up.

Time commitment –

5:45 pm – 7:00 pm

Intermission

15-30 minutes after the show for sales and clean-up

Flowers

Sellers will be selling flowers preshow, during intermission and after the show. (Come out to the table a few minutes before intermission starts).

Time commitment –

5:45 pm – 7:00 pm

Intermission

15-30 minutes after the show for sales and clean-up

Apparel / Video / Photos

Before the show, you will set up the table with apparel and DVD / photo promotion material.

Before intermission and after the show (come out to the table a few minutes before intermission starts), you will be collecting money and orders for the show DVD and dress rehearsal photos. Envelopes are to be filled out for all photo/video transactions.

Time commitment –

5:45 pm – 7:00 pm

Intermission

15-30 minutes after the show for sales and clean-up

Shadow

Shadow the house manager, help set-up the front of the PAC or fill in for any volunteer that does not show.

Time commitment –

5:45 pm – ½ hour after the show

Please take your volunteer job seriously. We need everyone to arrive at the time requested to help make things run smoothly. If you aren't there someone else has to fill in until you arrive.