

Volunteer Job Descriptions

Job	Responsibilities
Costumes/sewing	<p>*Chair:</p> <ul style="list-style-type: none"> ○ Work with director to rent and pick up/return costumes. ○ Search for costumes at Goodwill and other consignment shops. ○ If you can sew - make costumes/ mend costumes. ○ Help maintain organization in the costume closet. <p>Committee:</p> <ul style="list-style-type: none"> • Help chair as needed.
Set Construction	<ul style="list-style-type: none"> • Help build set on build day
Set Decorating	<ul style="list-style-type: none"> • Work with director to decorate set. • Paint, hang pictures, decorate as needed. • Opportunities on build day to paint/decorate after set built on a weekend or can give time during the week.
Props	<p>Chair: Responsible for:</p> <ul style="list-style-type: none"> ○ Delegating to prop committee. Follow up with prop committee that props have been either made or obtained. ○ Assist ATL with organization of prop room. ○ Work with director on props needed. <p>Committee:</p> <ul style="list-style-type: none"> • Assist chair as needed. • Make/create/purchase needed prop pieces. • Help maintain organization in prop room.
Publicity	<p>*Chair: Responsible for:</p> <ul style="list-style-type: none"> ○ Ordering all advertising material (price comparison). ○ Work with graphic artist on design of advertising material. ○ Work with Community Outreach liaison to get the word out. ○ Organize volunteers for distribution of publicity material. <p>Committee:</p> <ul style="list-style-type: none"> • Assist chair with distribution of publicity material.
Fundraising	<p>*Chair: Coordinates the fundraising efforts of the committee.</p> <ul style="list-style-type: none"> ○ Reaches out to business to acquire sponsors for our program by advertising in our playbill and on our website. ○ Assists with coordinating fundraising efforts throughout the year.
Community Outreach	<p>*Chair: Responsible for:</p> <ul style="list-style-type: none"> ○ Working with publicity chair to reach out to the community via social media, mailings, poster and postcard distribution, and newspaper and TV ads. ○ Working with administration to advertise on marquee and Lambert homepage. <p>Committee:</p> <ul style="list-style-type: none"> ○ Assist chair with anything needed.
Make-up/Hair	<ul style="list-style-type: none"> • Do make-up and hair for shows. • Work with students volunteering for hair and makeup.
Program	<ul style="list-style-type: none"> • Design and print program • Collect actor bios. • Work with publicity committee and VP for program ads.

<p>Front of House</p>	<p>*Chair: Responsible for:</p> <ul style="list-style-type: none"> ○ Online ticket sales on showtix4u (set up and managing). ○ Setting up and instructing volunteers on use of the square for credit card purchases for ticket sales at shows. ○ Organizing volunteers for ticket sales and ushering. ○ Be a resource for concessions chair. ○ Work with student house manager. <p>Committee:</p> <ul style="list-style-type: none"> • Assist chair with any of their duties. • Help set up FOH for shows. • Work ticket table in lobby the night of the shows. • Hand out programs and collect tickets. • Help clean up lobby at the end of the show.
<p>Concessions</p>	<p>Chair: Responsible for:</p> <ul style="list-style-type: none"> ○ Organizing volunteers to work concessions table for shows. ○ Purchasing concessions (water, candy, flowers and any other items to sell). ○ Setting up concessions table for shows. ○ Working with student house manager. ○ Chair of concessions will work with chair of FOH chair. <p>Committee:</p> <ul style="list-style-type: none"> • Assist chair with recruiting volunteers, purchasing concessions, staffing concessions table during shows, and set up/ clean up.
<p>Smiley for Kylie Childhood Cancer fundraiser</p>	<p>Chair: Coordinates below:</p> <ul style="list-style-type: none"> • Reach out to surrounding schools, performing schools to recruit acts from the community. • Contact Rally Foundation for assistance. • Work with Mr. Wason on setting auditions. • Decorating lobby • Ticket sales • Concessions?
<p>Senior Showcase (a non senior parent)</p>	<ul style="list-style-type: none"> • Order Cake • Make sure pictures of each senior taken. • Develop senior picture and place in a frame for each senior. • Set up senior table the night of showcase.
<p>Tech Week Meals</p>	<p>*Chair: Responsible for:</p> <ul style="list-style-type: none"> ○ Creating menu for each show. ○ Working with restaurants to barter a meal for an ad. ○ Organizing Sign Up Genius for volunteers. ○ Make sure payments made (work with Denise Feinstein ATL treasurer). <p>Committee:</p> <ul style="list-style-type: none"> • Assist chair with ordering and picking up meals. • Help with set up, serving and cleaning up. • Help keep tech week food supplies cabinet stocked and organized (plates, napkins, ect...).

Backstage Parent	<ul style="list-style-type: none"> • Need 1-2 parents each show to supervise backstage. • Assist with costumes and props as needed.
Spirit Committee	<ul style="list-style-type: none"> • Decorate lockers for each performance. • Retrieve locker #'s from ATL student board for each show. • Order spirit wear as needed.
Thescon	<ul style="list-style-type: none"> • Reserve rooms Spring of previous year. • Organize chaperones • Room assignments • Make sure bus reserved and payment made. • Help ATL Board keep up with deadlines.
Photography	<ul style="list-style-type: none"> • Headshots. • Take pictures at rehearsals and shows.
Video	<ul style="list-style-type: none"> • Video each performance, edit and make copies.