



Volunteer Opportunities

Costume Shop/Wardrobe

- Wardrobe Chief—(One per production, or 1 per festival ; 4 rehearsals and 8 performances, or 8 rehearsals and 16 performances) Supervise wardrobe crew in prepping costumes for actors and after check-in. Help with laundry each week during the day.
- Wardrobe Crew—(Two per production, 4 rehearsals and 8 performances each – 4 volunteers total) Help with quick changes and costume emergencies during dress rehearsals and performances. Check costumes out at beginning of night and in at end of night.
- Stitchers/Seamstresses—(Multiple volunteers; hours vary) Under the direction of the Costume Shop Manager, work in the costume shop during the build of the show. Duties may include sewing, millinery, crafts, laundry, pulling, inventory, and cleaning. Experience desired but not required.
- Make-up & Hair Design Coordinator—(One volunteer; approximately 10 hours) Work with the Costume Designer to determine hair and make-up requirements for the show. Teach performers how to apply make-up and arrange hair at first dress rehearsal. Actors will have to okay their make-up and hair with you during dress rehearsals before going on stage. Previous experience required.
- Make-up Artists—(Two or more volunteers for every night of dress rehearsal and for each performance; approximately 1 hour per stint) Help performers apply make-up and fix hair before every dress rehearsal and performance. Must work well within strict time constraints.

Stage Crew/Technical

- Rehearsal Assistants/Assistant Stage Managers—(Three needed: One volunteer for each production; hours vary) Take blocking notes, keep the schedule, call breaks, communicate with cast and artistic staff, keep the actors quiet, make sure the cast picks-up after themselves. First to arrive, last to leave. Will be backstage ASM for performances.
- Prop Crew—(Two volunteers; approximately 20 hours) Work with the director to ensure all of the props for the production are supplied.
- Set Builder—(Multiple volunteers; approximately 15 hours) Work with the Technical Director to help build the sets.

- Set Painters—(Multiple volunteers; approximately 15 hours) Work with the Technical Director to help paint the sets.
- Stage Crew—(Multiple volunteers; approximately 40 hours) Under the direction of the Stage Manager, work backstage during tech week and for every performance. You will be required to wear black, comfortable clothes to every performance.
- Lighting Technician: (Two volunteers; hours vary) Works in the light booth during tech week and at each performance to execute the lighting cues at the stage manager's signal. Previous experience is not necessary, but the person must be trained on our lighting system
- Sound Technician: (Two volunteers; hours vary) Works in the sound booth during tech week and at each performance to execute the sound cues at the stage manager's signal. Previous experience with mixing board and sound desired.
- Load in/Load out helpers —(Multiple volunteers; hours vary) Work with the technical director and designers to move into Land Park before tech week and move back to City College after the festival closes. Jobs will vary.

Front of House

- Box Office Volunteers— (One or Two volunteers; 16 performances for one, 8 performances each for two) Work with the Box Office Manager and House Manager prior to the show to ensure audience satisfaction. Sell tickets at the door for each performance. Must work well under pressure, have excellent customer service skills and basic math. Requires taking admission money and keeping track of ticket sales.
- Ushers—(Four volunteers for each performance; approximately 2 hours per stint) Work under the House Manager. Usher duties include any of the following for each performance: stuffing and passing out programs, light cleaning of the theatre, ticket taking, crowd control, and assisting at concession stands. You are required to be at the theater 45 minutes before gates open. Ushers may see the evening's production for free.
- Publicity Volunteer—(Four volunteers; approximately 10 hours) Work with the Publicity Manager to get posters and flyers out to local businesses. You may also be requested to sell ads for the program.