

# TOTS & YOUTH - Parent Volunteer Job List

YOUR NAME: \_\_\_\_\_

<i>Coordinator Position</i>	<i>Support Position</i>	<i>Hours</i>	<i>Parent(s) Name</i>
<p><b>Parent Coordinator</b>                      Understands and fills in every parent position; knows who is available to work; updates job chart; refers all conflicts to Artistic Director; Along with parent positions is responsible for cast directory, parent surveys, phone tree and strike email.</p>		20+	
<p><b>BIO Coordinator</b>                      Involves reading, typing up the bios or collecting them from families in email format, editing and ensuring information complete. <i>Works with Headshot Coordinator.</i></p>		5	
<p><b>Personal Messages Coordinator</b>                      Involves typing up the personal messages OR collecting them from families in email format. Works with Program Coordinator.</p>			
<p><b>Headshot Coordinator</b>                      Take pictures of cast and prepare them for posting during the show with cast member bios.</p>		10	
<p><b>Publicity Coordinator</b>                      Interfaces with all local TV / Print / Radio Media; Creates and Distributes Press Packets and Press Releases; Coordinates print deadlines for paid advertisements and submits free calendar listings into all local papers (a lot of this is done in conjunction with the Artistic Director; using photos of rehearsals taken by the Show Photographer.</p>		10+	
	<p><b>Show Photographer</b>                      Takes photos during rehearsals and shows for P.R. purposes and talks to Publicity Coordinator about getting pictures for newspapers.</p>	5 - 8	

<b>Coordinator Position</b>	<b>Support Position</b>	<b>Hours</b>	<b>Parent(s) Name</b>
<p><b>Poster Coordinator</b> Responsible for distributing posters to all families and then maintaining a list of places where posters have been placed by contacting parents to get updates on their poster distribution. Make sure county has been adequately covered. Supervises the poster distribution by families.</p>		10	
<p><b>Costume Coordinator</b> Organizes and assists in collecting and creating the show costumes; works closely with Artistic Directory and Director to create their vision; coordinates a team of helpers to create any special costumes; assigns deadlines and budgets based on information from Artistic Director; supervises and supports the following volunteers:</p>		20+	
	<p><b>Costume Crew</b> Works with Costume Coordinator in obtaining special costumes for performers (sewing skills helpful but not necessary).</p>	10+	
<p><b>Props Coordinator</b> Gets props list from Director and helps find any missing from the list (loans from families or purchasing from thrift stores); creates a props table in the dressing room for actors to get and place their props during the shows.</p>		5 - 10	
<p><b>Set &amp; Load-In Coordinator</b> Coordinates set construction with Director; arranges creation of Director's drawings and vision; assists in setting up the sets during Load-In; supervises and supports the following volunteers:</p>		20+	
<p><b>Painting Coordinator</b> Coordinates the painting of the set pieces and some props (If applicable); supervises and manages the following crew to get the vision created:</p>		20+	
	<p><b>Painting Crew</b> Helps the Painting Coordinator paint the sets to the Artistic Director's vision or guidelines.</p>	10+	

<b>Coordinator Position</b>	<b>Support Position</b>	<b>Hours</b>	<b>Parent(s) Name</b>
<p><b>Concessions Coordinator</b>  Buys and solicits donations of food during performances; organizes other parents to set-up and manage concessions stand with them; collects moneys and submits a report to the Artistic Director. Supervises the following volunteers:</p>		10	
	<p><b>Concessions &amp; Message to the Stars Crew</b>  Help with concession, MTTTS and flower sales before the show.</p>	3	
<p><b>Dressing Room Coordinator</b>  The Dressing Room Coordinator supervises dressing room and performers during performances, works with Costume Coordinator, Snacks Coordinator and Director to furnish dressing rooms with necessary provisions. Supervises the following volunteers:</p>		12+	
	<p><b>Dressing Room Team</b>  Help actors get changed and follow their scene and costume changes; clean up the room as mess is created and maintain a quiet noise level; enforce dressing room rules; help calm actors. There will be a rotation schedule so that you will get to see at least some of the shows. Helps with make-up during performances.</p>	10+	
<p><b>Final Rehearsals &amp; Snack Coordinator</b>  Creates snack menu for actors during performances to keep their stamina up. Coordinate collection of moneys from parents.</p>		20+	
	<p><b>Final Rehearsals and Meals Crew</b>  Assist with Final Rehearsals. Shop, prepare and deliver meals during Tech Week/School Shows and Performances. Help dressing room volunteers clean up and store snacks between performances. Make sure water is available to all performers.</p>	10	

<b>Coordinator Position</b>	<b>Support Position</b>	<b>Hours</b>	<b>Parent(s) Name</b>
<p><b>House Manager</b> Oversees all aspects of preparing, maintaining and closing the auditorium during the 3 (tots) or 4 (youth) performances.</p>		8	
<p><b>Program Coordinator</b> Is the editor in charge of putting together and laying out the show program for approval by Artistic Director; supervises and supports the people working on the program.</p>		15+	
<p><b>Ticket Coordinator</b> Distributes tickets to Victoria's for sale to public; comes to rehearsals to sell to families (weekend rehearsals); coordinates reserved seating; picks up tickets at 5:00pm per show at Victoria's, collects and accounts for money; submits report to Artistic Director. Works with will-call ticket volunteer.</p>		10	
	<p><b>Ticket Sales Will-Call</b> Works with Ticket Sales Coordinator at each show. Using printout of online ticket purchases, will locate, check off and hand out number of tickets for given name.</p>	6+	
<p><b>Personal Messages Coordinator</b> Collects messages from cast families to be included in the program; collects and accounts for money.</p>		3	
<p><b>Cast Party Coordinator</b> Organizes cast party following strike of final show. Responsible for both set-up and take down of party. Supervises the following volunteers:</p>		5	

<b>All Parents Responsible</b>			
	<p align="center"><b>Load-In/Strike</b></p> <p>All families are needed to help set up and break down the sets. Actors need to return costumes and clean-up dressing rooms.</p>	N/A	
	<p align="center"><b>Ad Sales</b></p> <p>Solicits and collects ads for the show program; collects and accounts for money; submits report to Program Coordinator about what sizes and how many as well as gets a print ready version to the editor to arrange into the program.</p>	N/A	
	<p align="center"><b>Silent Auction Item</b></p> <p>Each family is responsible for getting at least one auction item (per child) of at least a \$25 value donated to All About Theatre.</p>	N/A	
	<p align="center"><b>Poster Distribution</b></p> <p>All families are needed to distribute posters in your neighborhoods and places you frequent. Also Lindsey contracts for poster distribution throughout the county.</p>	N/A	

***Thank you in advance !!!***