

Colonial Players Volunteers Needed

General Theater Tasks

Ushers

Meet and greet patrons, take tickets, distribute programs. Tidy up the Theater before and after the show, make coffee; sell refreshments during intermission.

Time requirement: Usually one performance per show, approximately four hours, arriving one hour before the show starts and staying until the show ends.

Box Office

Sell and exchange tickets, assist patrons (in person and by phone) with their requests for information about shows and tickets.

Time requirement: Usually one evening during the month a show opens and/or during the run. About two hours, arriving one-half hour before the box office opens.

Publicity

Disseminate information about the Theater and our productions. Duties may include working with the newsletter, website, advertising, newspaper notices for auditions and shows.

Time Requirement: varies with tasks.

Theater and Annex Facilities

Keeping the physical aspects of the Theater and annex in working order. Duties may include purchasing and delivering supplies, meeting service people for repairs, helping with renovations.

Time Requirement: Varies with tasks, one morning a month could be helpful.

Membership

Assist in processing and recording requests for membership; maintain the membership roster.

Time requirement: Uncertain; could be one half day a month

Special Events:

Help to organize workshops, guest speaker appearances, play readings, and outreach programs.

Time Requirement: dependent on project.

Audition Greeter:

Welcome and assist actors as they sign in to audition for a show.

Time Requirement: One afternoon and one evening for each show.

Party Coordinator or assistant

Plan and host a party or recruit other volunteers to be responsible for a party. Some parties are professionally catered and others planned by our volunteers.

Time Requirement: Preparation time plus the evening of the event.

Production Tasks

Set Decoration

Work with a designer to paint set pieces, walls, windows and floors, hang curtains, deliver and return set pieces.

Set Construction

Working with the construction team to build walls, doors, windows, and set pieces.

Costume Assistant

Work with the Costume Designer to select costumes, make alterations, transport costumes to and from the Theater, and have costumes cleaned and repaired as needed during and after a production.

Props Assistant

Work with the Props Coordinator to select items that actors will use during a production, transport items to and from the Theater.

Lighting Technician

Work with the Lighting Designer to hang and adjust lights for a show and operate the computerized light board that raises and lowers light levels during a show.

Sound Technician

Work with the Sound Designer to operate the computerized sound board that raises and lowers sound levels during a show.

Stage Crew

Work with the Stage Manager to set and replace props during a show and assist actors backstage.

Rehearsal Assistant

Hold the script during rehearsals and read lines to actors as requested.

Time Requirement for all production tasks: Dependent on Designer, Director or Production manager.

