

SMALL TIME THEATRE

Volunteer Positions



Artistic Director

- Oversees the programme for the theatre
- Creates a programme; chooses the shows that will be performed for the year
- Chooses Directors for the shows
- They also have the opportunity/requirement to direct shows themselves
- Collaborates with Director to assign volunteers, Stage Managers, Designers etc.
- Assists Director in choosing cast members
- Reports to Board of Directors on a regular basis on such topics as cast and volunteer assignments, production needs, policy and procedure recommendations, etc.
- Represents the theatre at events, public and social appearances
- Creates growth and innovates for the improvement of the theatre based on its founding principles and aims
- May choose to attend Production Team meetings as called by the Stage Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Director

- In charge of the creative vision for the production
- Chooses cast members for the production, assisted by the Artistic Director
- Collaborates with Artistic Director to assign volunteers, Stage Managers, Designers etc.
- Contacts the cast and crew to extend invitations for performer roles and production assignments
- Sends out initial Welcome Letter to cast and crew after which point all communication will come from the Stage Manager with the exception of the Director Update
- Sends out Director Updates as necessary to cast members via the team communication hub
- Attends Production Team meetings as called by the Stage Manager
- Collaborates with Set Designer, Costume Designer, Choreographer, Musical Director, Sound Operator, Lighting Designer to communicate the creative vision
- Works with Stage Manager to ensure creative vision is achieved
- Guides the first read through of the play
- Works with performers to do blocking
- Runs through scenes and sections of the script, including all aspects of the production
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Choreographer

- Reads through a script and interpret each song, creating dance sequences to match the song
- Creates dance routines that work with the music and lyrics of a production or performance
- Occasionally develop a sequence of movements in a scene
- Attends rehearsals and ensure everyone has a clear understanding of the routine and is at the same level
- Ensures the routine looks good to an audience and everyone is in time with each other and the music
- Makes sure the movement follows the original interpretation

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- Participate in auditions, evaluate the dance abilities of all auditionees and offer suggestions on which individual might be best suited to each role based on dance performance
- Attends both tech and dress rehearsals
- Attends Production Team meetings as called by the Stage Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Musical Director

- Studies the musical scores and script to prepare for rehearsals.
- Participate in auditions, evaluate the vocal abilities of all auditionees and offer suggestions on which individual might be best suited to each role based on vocal performance
- Ensures accompaniment tracks are rehearsal materials are available for use by all cast members
- Secures rehearsal accompaniment
- Teaches music to the cast and musicians
- Attend rehearsals
- Leads regular warm-ups with the cast and musicians before shows including tech and dress rehearsals
- Attends Production Team meetings as called by the Stage Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Stage Manager

- Collects all cast & volunteer contracts and waiver/release forms before rehearsals begin
- Works closely with the Director and performers
- Creates a prompt book, taking note of all sound, lighting, and stage cues, as well as blocking notes, missed lines, entrances, and exits.
- Schedules and runs Production Team meetings monthly or as needed
- Schedules rehearsals and ensures they run smoothly
- Oversees coordinating efforts of Director, Music, Choreographer, Sound, Lighting, Sets, Costume, and Props at production team meetings
- Communicates needs for rehearsal props and set pieces to the Props Manager and Set Committee Chair
- Arranges filming of choreography at rehearsals so it can be made available to cast members via the team communication hub
- Meets with theatre technicians before tech rehearsal
- Calls cues during performances from the sound booth
- Communicates to Volunteer Coordinator needs for stagehand, rehearsal, green room and hair/makeup volunteers
- Communicates to Volunteer Coordinator as to which dates videographer should attend rehearsals and performances
- Communicates reimbursement process and deadlines to committees on a regular basis
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Assistant Stage Managers

- Arrives early to rehearsal to check in/out performers and record attendance
- Oversees rehearsal to ensure transitions between time slots are managed properly
- Assists with lines and cue prompts
- Communicates stagehand, rehearsal, green room and hair/makeup volunteer needs to Stage Manager
- Coordinates stagehands during rehearsals and performances
- Takes stage cues from Stage Manager during performances

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- Oversees all backstage activities
- Creates cue sheets for prop and set changes and reviews with Stage Manager
- Manages the props table at rehearsals and performances
- Each ASM keeps track of their volunteer hours for the purpose of performing arts grant applications

Sound Designer

- Organizes and distributes microphones to cast members at Tech and Dress rehearsals and performances.
- Works with Sound Operator to make sure mics are programmed correctly.
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Sound Operator

- Attends all rehearsals
- Collaborates with Director and Stage Manager on establishing a sound design at production meetings
- Ensures sound equipment is operational prior to each performance
- Creates cue sheets
- Follows all sound cues
- Meets with theatre technicians before tech rehearsal
- Attends both tech and dress rehearsals
- Attends Production Team meetings as called by the Stage Manager, as needed
- Sits in sound booth with theatre technicians and stage manager during every performance including tech and dress rehearsals
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Lighting Designer

- Collaborates with Director, Set Designer and Stage Manager on establishing a lighting design at production meetings
- Creates cue sheets
- Attends first Production Team meeting, and other meetings as needed, as called by the Stage Manager
- Attends some rehearsals as needed
- Meets with theatre technicians before tech rehearsal
- Attends both tech and dress rehearsals
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Set Designer

- Is responsible for designing all items that are stationery and performers do not directly handle
- Collaborates with Director, Choreographer and Lighting Designer on establishing a set design at first production meetings
- Follows artistic direction, communicated by the Director, to achieve the desired vision of the production through colour scheme, architectural “look”, and other stylistic choices.
- Creates a set of accurate drawings for builders
- Creates drawings for Props Manager
- Attends first rehearsal and other rehearsals as available

- Attends first Production Team meeting, and other meetings as needed, as called by the Stage Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Set/Furnishings Committee Chair

- Coordinates sets/furnishings committee, scenic artist and set painters
- Attends Production Team meetings as called by the Stage Manager
- Works within a budget
- Schedules and runs meetings of the committee
- Send reminders of assignments/deadlines to Sets Committee members
- Coordinates the transportation of sets and props to the theatre and oversees the set-up and take down
- Ensures rehearsal set pieces are available as requested by Stage Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Sets/Furnishings Committee

- Is responsible for all items that are stationery and performers do not directly handle
- Builds, borrows and/or rents sets and furnishings based on blueprints and drawings supplied by Set Designer
- Ensures sets and furnishings are at rehearsals when scheduled
- Assists in set-up and take-down of sets at the theatre
- Paints set pieces, backdrops and furnishings as per set design
- Each committee member keeps track of their volunteer hours for the purpose of performing arts grant applications

Props Manager

- Is responsible for all items that the performers handle
- Builds, borrows and/or rents props based on blueprints and drawings supplied by Set Designer
- Attends Production Team meetings as called by the Stage Manager
- Ensures final props are at rehearsals when scheduled
- Arranges to replenish or repair props as needed
- Works within a budget
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Props Committee

- Takes direction from the Props Manager to create props
- Builds, borrows and/or rents props as necessary
- Ensures rehearsal props are available as requested from Stage Manager
- Each committee member keeps track of their volunteer hours for the purpose of performing arts grant applications

Costume Designer

- Collaborates with Director and Choreographer on establishing a costume design at first production meeting
- Creates colour sketches or vision boards of people and clothing that communicate the final “look” of costumes

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- Buys, rents or borrows costumes and accessories (shoes, hats, gloves, jewelry, purses, etc.)
- Sews costumes if necessary
- Attends costume photo night
- Attends first rehearsal and other rehearsals as available
- Attends Production Team meetings as called by the Stage Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Costume Committee Chair

- Takes measurements of all cast members before any costumes are planned, including shoe size
- Coordinates dressers for costume changes with Volunteer Coordinator
- Attends Production Team meetings as called by the Stage Manager
- Works within a budget
- Schedules and runs meetings of the costume committee
- Sends reminders of assignments/deadlines to costume committee members
- Coordinates transport of costumes to theatre
- Coordinates costume fittings
- Attends costume photo night
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Costume Committee

- Takes direction from the Costume Designer and Committee Chair to create costumes for an assigned group
- Sews costumes if necessary
- Attends costume photo night
- Supplies rehearsal costumes
- Assists with costume changes at performances
- Buys, rents, or borrows costumes and accessories (shoes, hats gloves, jewelry, purses, etc.)
- Each committee member keeps track of their volunteer hours for the purpose of performing arts grant applications

Stagehands

- Works under direction of Assistant Stage Manager
- Moves set pieces, places props in between scenes
- Assists performers with receiving props and costume pieces
- May be needed at some rehearsals
- Option for high school age students
- Keeps track of their volunteer hours for the purpose of performing arts grant applications
- Each stagehand keeps track of their volunteer hours for the purpose of performing arts grant applications
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Set Up/Take Down Committee

- Assists with transportation of items to and from the Theatre for Tech Rehearsal, Dress Rehearsal, and Performances from the storage facility
- Is present at the Theatre to help to put pieces where they need to go, as directed by the Set Committee Chair

- Is present at the Theatre after Closing Night to load Sets/Props/Costumes and unload at storage facility
- Each committee member keeps track of their volunteer hours for the purpose of performing arts grant applications

Childcare

- This is not a position facilitated through Small Time Theatre but counts as a volunteer contribution if worked out privately for those needed at rehearsal.
- Must report to volunteer coordinator
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Hair/Makeup Designer

- Communicates with Costume Designer to clarify visual requirements
- Reads scripts to ensure they find the right materials and styles that may be required.
- Creates sketches or a design board for hairstyles and make-up
- Ensures all required makeup is at the theatre for performances, dress rehearsal, tech rehearsal, and the costume photo night
- Ensures that appropriate action is taken to reduce the risk of side effects from using special effects make-up/hairdressing techniques
- Creates a schedule of assignments for Committee members
- Works with Volunteer Coordinator to create a schedule of performance assignments for hair/make up volunteers
- Attends some rehearsals as needed
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Hair/Makeup Committee

- Works under the direction of Hair/Makeup Director
- Attends all rehearsals and performances where they are scheduled to help
- Follows the design of the Director to apply special makeup, hairstyles
- Fits and maintains wigs or other hairpieces
- Attends costume photo night
- Each committee member keeps track of their volunteer hours for the purpose of performing arts grant applications

Green Room

- Attends performances to help supervise performers backstage
- Attends some rehearsals, as determined by Assistant Stage Manager
- Engages with the performers to encourage appropriate backstage behavior, and ensure a safe environment
- Studies the script to be aware of the show sequence
- Ensures performers are ready to leave the Green Room when cued
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Admissions

- Meets with Box Office Manager prior to performances to receive instructions
- Greets audience members before they enter the theatre

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- Checks tickets to admit audience into the theatre
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Usher

- Greet audience members in the Theatre
- Direct members of the audience to their seats
- Hand out programs as audience members arrive
- Guide audience members to entrances, exits and washrooms
- Settle seating disputes
- Ensure audience are not using their phones or any other recording equipment during the performance
- If there is an intermission, sell refreshments and snacks during the interval
- Manage the audience in emergency situations
- Assist with setup and take down of front of house area
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Volunteer Coordinator

- Ensure all volunteers understand their assignments, requesting clarification as needed
- Regularly check in with each parent volunteer individually, problem solving any issues or concerns that arise and receiving constructive feedback
- Ask for assistance with volunteer concerns at production meetings if needed
- Track volunteer childcare arrangements
- Schedules all backstage related volunteer roles, such as stagehands, rehearsal volunteers, hair/makeup volunteers, green room supervisors and costume change assistants, etc. after receiving information from the Stage Manager
- Plans end of production celebration
- Organizes the videographer as to what performances will be taped, with input from the Stage Manager, and communicates with Box Office & FOH Manager as to which shows need seats blocked off
- Attends Production Team meetings as needed
- Keeps track of their own volunteer hours for the purpose of performing arts grant applications
- Keeps track of ALL volunteer position hours for the purpose of performing arts grant applications and reports numbers to the VP of Operations

Box Office & Front of House Manager

- Works with website administrator and Director of Administration to set up ticket sales and any special ticket needs (eg. complimentary tickets, videography seating, etc.)
- Keeps clear and accurate records of sales
- Schedule and trains all front of house related volunteer roles such as ushers and admissions
- Communicates with sponsorship committee to arrange any complimentary tickets
- Coordinates to accommodate any special requests from ticket holders
- Has answers to any questions a ticket buyer might ask; the length of the show, its suitability for children, layout of the rental space, etc.
- Works with the Director of Public Relations to coordinate communications going out to ticket holders such as cancelled shows.
- Attends all performances to coordinate Front of House operations and provide customer service
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Program Designer

- Collects all program info such as directors note, cast list, musical numbers, scenes, production crew, cast photos and information, etc.
- Collaborates with Director of Marketing to ensure brand consistency in design
- Responsible for having programs printed prior to the performance
- Designs program layout with final approval from Director of Marketing
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Website Administrator

- Works with the Director of Marketing on website design to ensure brand continuity
- Maintains backend of the website and deals with any technical issues that may arise
- Works with the Public Relations Manager to ensure website content is accurate and up to date
- Works with Box Office & Front of House Manager to set up ticket sales and any special ticket needs (eg. complimentary tickets, videography seating, etc.)
- Sends out communications via email to ticket holders as requested by the Director of Public Relations and the Box Office & Front of House Manager
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Videographer

- Videotapes one performance from each production
- Makes video available for viewing
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Photographer

- Takes and edits all rehearsal and production photos for promotional needs and archive purposes and provides them to the Director of Marketing in a timely manner
- Works with Director of Marketing to ensure brand consistency with photos
- Deleted this point as it was about the costume night.
- Takes the Cast Photo at tech and dress rehearsals for the program and archive purposes
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Sponsorship Committee Chair

- Seeks financial support for Small Time Theatre
- Meets regularly with Committee to plan fundraising initiatives and possible sponsorship partners
- Reports monthly progress to the Board's Vice President of Operations
- Builds relationships and maintain a network of key people
- Updates Director of Marketing on any sponsorship commitments
- Updated the Front of House Manager about any complimentary ticket requests
- Keeps track of their volunteer hours for the purpose of performing arts grant applications

Sponsorship Committee

- This role is typically for a whole season, not individual productions.
- Explores new fundraising opportunities from various sources
- Raises awareness for the theatre
- Organizing yearly bottle drive including cast t-shirts
- Develops and coordinate web-based fundraising and merchandise sales

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- Develops and implement a strategy for individual and corporate supporters
- May be required to attend performances for fundraising initiatives
- Communicates with the Box Office & Front of House Manager to make arrangements for any complimentary ticket requirements
- Each committee member keeps track of their volunteer hours for the purpose of performing arts grant applications

Board Member

- Helps manage operations of Small Time Theatre
- Helps to ensure the boards' goals and objectives are met
- Prepare for, attend, and participate in board meetings.
- Attend production meetings and or committee meetings as required.
- Stay informed about board and committee matters, review and comment on minutes and reports.
- May be asked to take on additional responsibilities such as serve on a committee and oversee special assignments
- This role is a minimum 2-year term
- Keeps track of their volunteer hours for the purpose of performing arts grant applications
- Board of Directors positions are as follows:
 - *President*
 - *Vice President of Operations*
 - *Vice President of Administration*
 - *Director of Marketing*
 - *Director of Public Relations and Communications*
 - *Treasurer*
 - *Secretary*