

LAH DRAMA PARENT VOLUNTEER POSITIONS

The Drama Department exists because volunteers contribute time, energy, talent, and monetary resources to the effort. Cooperation in working in a group, commitment, dependability, and good attitudes are required by all participants to make a production successful. In order to participate in the Drama production, a parent from each family must commit to serve in a volunteer position. In addition, a refundable deposit is required per student at auditions. This is normally fairly easy to earn back by selling tickets, ads, and helping with fundraisers. We will be asking what position would spark your interest, so we have provided a short summary of the positions.

Director: Beth Brady

- Selects play, with approval from Drama Committee
- Casts vision for the play
- Provides acting instructions to the students
- Coordinates with production sound, lighting, set design, and costumes
- Attend all rehearsals and both Civic Center weeks

Assistant Director / Stage Producer: Cindy Smith

- Follows script closely during rehearsal, assisting students as needed
- Help set up set and props for rehearsal
- Provide needed sound effects during rehearsal
- Make sure students are in their assigned positions for rehearsal
- Liaison between director and stage side positions
- Attend all rehearsals and both Civic Center weeks

Business Producer / Facility: Elizabeth Hempel

- Contacts Civic Center to secure dates and signs contract
- Liaison between LAH Drama and Civic Center
- Delivers Civic Center rules and expectations
- Contact person for students and parents for business (non-production) issues
- Checks the progress for business related positions and resolves any issues as needed
- At the end of production makes sure all items are removed from the facility including stage, dressing room, and auditorium
- Make sure restrooms are available and unlocked for performances
- Attend parent meetings, several rehearsals, and both Civic Center weeks

Costume Coordinator: Shannon Elliott (**Assistant positions available**)

- Compiles list of costumes needed - to be procured or provided by students
- Responsible for sewing, repairing, or modifying costumes as needed
- Consults with director for costume planning
- Compiles a list of specialty items
- Responsible for care, collection, and storage of costumes during the production
- Attend several rehearsals and both Civic Center weeks

Stage Manager:

- Responsible for opening/closing curtains during performances
- Responsible for making sure the set is assembled correctly and reset for each act and performance
- Oversees backstage crew
- Keeps backstage quiet

- Cue lighting and sound
- Makes sure actors are ready and cue if necessary
- Attend all rehearsals and both Civic Center weeks

Make-up Director / Hair Stylist: (Assistant positions available)

- Compiles a list of needed items
- Determine and communicate items needed from students
- Work with Director to determine styles required for the performance
- Coordinate hair and makeup for performances
- Return any borrowed items to their owners
- Attend both Civic Center weeks

Set Director: Nichole Smith (Assistant positions available)

- Meet with Director to determine set design and what will be needed
- Coordinates with parents and students to assemble the set
- Plan set work days
- Responsible for transportation of the set items, assembly, set up, and tear down at the end of performance.
- At a minimum attend first 2 days of Civic Center or until set is completely set up

Stage & Hand Props Director:

- Compiles a list of props needed
- Determine what can be provide by students and what will need purchased
- Responsible for collection, care, and storage of props during the production
- Bring props to rehearsals
- Set up prop tables at Civic Center
- Return borrowed props to their owner
- Attend all rehearsals and both Civic Center weeks

Sound Technician / Effects: (Assistant positions available)

- Work with Director on sound needed
- Communicate with Stage Manager
- Setting up and taking down all sound equipment for performances
- Charging and collecting walkie talkies
- Setting actors up with microphones as needed
- Must be approved by and know how to run Civic Center sound system
- Attend both Civic Center weeks

Lighting Technician: (Assistant positions available)

- Work with Director on lighting needed
- Communicate with Stage Manager
- Learn how to use lighting controls
- Operate lighting during performance as needed
- Attend both Civic Center weeks

Fundraising Coordinator:

- Gathering information on fundraising options
- Take any fundraising efforts to Drama Committee for approval before fundraisers are promoted
- Encourage students in fundraising activities
- Turn collected funds into the Drama Committee Treasurer

Ticket Sales:

- Oversees printing and selling of tickets
- Comp tickets should be available when ad sales begin
- Individual tickets should be available 6 weeks before performances
- Contact Nature's Pantry or other business to sell presale tickets
- Collecting funds and tracking ticket sales
- Collect unsold tickets from students prior to final dress rehearsal
- Attend rehearsals once ticket sales begin and Civic Center before final rehearsal

Head Usher: (Assistant positions available)

- Enlist volunteer Ushers needed before first performance
- Greet people and distribute programs
- Collect tickets and funds as needed
- Record headcount of attendance
- Set up a table at each entrance for taking tickets
- Open/close doors as needed
- Post wheelchair sign
- Collect programs at the end of performances
- Clean any accidents that require immediate attention during performances

Sponsorship Coordinator:

- Assemble folders for students for ad sales
- Provide list of previous sponsors for families
- Track funds and ads sent in by students
- Coordinate with Program Publicist to insure all ads get in the program
- Turn funds into treasurer, provide ad sales totals to Business Producer

Program Publicist:

- Creates informational program to be distributed during performances
- Work with Sponsorship Coordinator to insure all ads are included
- Send program to Page Printing before deadline
- Deliver programs to the Head Usher

Publicity Coordinator:

- Create & distribute informational posters - use helpers when possible, provide list of places who would accept flyers
- Create & send press releases
- Contact newspaper, radio stations, and publications in advance
- Order and distribute signs - use helpers when possible

Cast Party Coordinator / Food: (Assistant positions available)

- Oversight and organization of food for Civic Center weeks
- Collect funds from families for Civic Center weeks
- Order and deliver food for cast party & reveal party
- Attend both Civic Center weeks

Child Care Coordinator(s):

- Attend rehearsals to watch younger children
- During Civic Center - monitor children to make sure they are complying with Civic Center rules