

# YHS Theater Arts Parents VOLUNTEER JOB DESCRIPTIONS

See theater website at <http://www.yhs theatre.org/>

**PLEASE CONTACT THE VOLUNTEER COORDINATOR IF YOU ARE INTERESTED/AVAILABLE  
TO HELP WITH ANY/ALL OF THESE THEATRE JOBS AND HAVEN'T ALREADY DONE SO!  
THANKS!**

## 2009/10 Volunteer Coordinator:

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Director of Theater Department  
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## **IMMEDIATE NEEDS:**

### CHAIR, DINNER THEATER FUNDRAISER

- Overall coordinate fundraiser with Cadby and venue
- Organize food donations
- Organize ticket sales
- Organize student help

### PARENT COORDINATOR, CELL PHONE FUNDRAISER

- Be responsible for collecting and mailing of donated phones
- Keep records of funds raised

### PARENT COORDINATOR HALLOWEEN HAUNTED WALK

- Coordinate student participation with Cadby and Potomac Overlook Nature Center
- Organize students and parents for the event

### VTA DRIVERS (5-6 needed)

- Carpool students attending VTA conference in Reston Oct 30 - Nov 1, 2009

### PARENT COORDINATOR, END-OF-YEAR BANQUET

- Organize potluck at banquet
- Advertise thru student mail
- Coordinate event with Cadby

### Advertising

- Go to Tech Theater classes (or meet tech students after school or on Saturday) to coach students on how to solicit ads: specific plans, approaches, thank-you follow up, etc.
- Accompany kids as they solicit initial ads—model approach for them and critique them as they solicit ads from business owners.

### Alumni Liaison

- Update alumni contact list
- Send out invitations to alumni to attend YHS theater arts events
- Help plan/coordinate alumni activities and donations

### Annual Awards Ceremony Coordinator

- Set up awards ceremony
- Send out Awards Ceremony invites via US mail and email
- Coordinate refreshments with Hospitality Chair

### Archiving/Cataloging (help keep YHS's theatre history)

- Put news articles about past YHS shows into album
- Put one person show programs in an album
- Catalog video library

### Box Office/Ticket Sales

- Design/purchase tickets
- Man box office before the show
- Man box office/will call during the performances

### Carpentry

- Help with various stage projects
- Knowledge of carpentry skills
- Have carpentry equipment

### Community Liaison

- Seek out theater-related Senior Experience contacts for YHS students
- Seek out summer theater-related employment for students
- Check into PRIME internship program at career center with Nancy Opsut (PRIME info letters go to 10<sup>th</sup>- and 11<sup>th</sup>-grade students in January)

### Concessions

- Plan/obtain food for concession stands during shows
- Organize volunteers to sell concessions during shows
- Sell food during performances

### Fundraising

- Organize fundraising events for the theatre department at YHS

### **“Gopher”**

- On-call person for shopping and errands *during* productions
- Transportation during field trips and transporting props to away events
- Go to teachers material center in old Sears building, 3<sup>rd</sup> floor to make signs, etc., for Carol
- Be available to help in any other capacity that requires errands (especially at the last minute)

### **Grant Writers**

- Write and submit grants for special funds and projects and conduct needed follow up.

### **Hospitality/Meals**

- Coordinate/provide food/set-up and clean-up for rehearsals, shows, and field trips. Get cast list for each production from Carol and call parents with food assignments. Make master list and email it to parents as a reminder of what they will bring in.

### **Newsletter**

- Prepare, edit, print a quarterly newsletter to theatre students and parents

### **Office Aide**

- Perform general office duties (answering phones, copying, shopping errands, etc.) in the theatre office during school hours
- Be available to commit to a minimum of a half day a week during the school year

### **One Person Show Coordinator**

- Works closely with Carol to reserve a space, advertise, promote, prepare for the one person shows this year

### **Performance Aide**

- Supervise and assist students during rehearsals and shows

### **Production Assistant**

- Performs various tasks before/during performances, e.g. backstage chaperones, concession help, prop help, ticket sales, “gophers”, transportation, etc.

### **Props and Facility Assistance**

- Maintain shop areas and prop room.
- Organize and repair costume storage room, shop scene, prop room, light booth, etc.
- Assistance needed before, during and after shows to keep props in order.

### **Publicity**

- Advertise YHS theater arts events (consult theater calendar for dates and consult Carol Cadby on the type of publicity needed) such as one person shows, improv, etc - through community outlets such as churches, businesses, newspapers, community

centers, and other schools, especially feeder middle schools

- Invite community organizations, businesses, County Board, School Board etc, to shows after consulting with Carol
- Place show information in PTA newsletter, email listings

### **Sewing and Costuming**

- Repair cushions, costumes, curtains, etc.
- Share knowledge of dressmaking, etc

### **Theatre College Notebook**

- Prepare information for juniors and seniors related to auditioning and applying for college theatre programs
- Maintain portfolios of theatre productions for use by students in applications/resumes

### **Transportation**

- Transport props and students to off-site productions, such as VHSL, one-person shows, etc.

### **Videography**

- Videograph performances and maintain archival videos
- Prepare student videos for student portfolios
- Coordinate the conversion of VHS tapes to DVD for library

### **Volunteer Coordinator**

- Coordinate the volunteer positions listed here
- Work with Carol Cadby to refine volunteer job descriptions, to fill positions, and to contact people to work on specific projects as needed.
- Create and maintain email list of students and parents currently in Theater Arts Classes

### **Website**

- Create and maintain theater arts website
- Post photos of shows
- Post and update calendar of theater arts events/activities
- List YHS theater alumni on this web site
- Get timely information to webmaster