

Midland Community Theatre

# VOLUNTEER JOB DESCRIPTIONS

*Implemented Across all Areas*

*January 2013 - **2018***

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**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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**Position                      AUDIENCE SERVICES MANAGER**

*Function: to insure audience's safety and comfort before, during and after a performance. This person is the face of MCT in greeting and seating the audience.*

**Supervisor                      MCT Performance Services Manager/Volunteer Director**

**Qualifications**

- Willing to contact prospective volunteers and followup by phone, email, and personal contacts
- Have email capability at home or office (for all Production Board communications)
- Courteous, friendly, and have excellent manners
- Familiar with MCT Box Office software, ticketing equipment, and processing credit card transactions
- Able to count money accurately
- Able to walk around in Lobby area and manage steps in both theatres
- Able to stay calm in stressful and emergency situations

**Time required**

- ☒ Before opening                      ☒ During run                      ☒ Post show/followup
- Attend all scheduled Production Board meetings.
  - E-mail performance schedule to ACT IX members, Friends of MCT, and other usher volunteers as soon as schedule is available—usually three weeks prior to first performance
  - Coordinate Symphony Belles into ushering schedule
  - Contact additional volunteers as needed to cover ushering at all performances
  - Arrive 1 hour before performance; stay until all patrons have left theatre after show

**Activities**

- House management responsibilities including opening house, pre-show patron seating, intermission and post-show audience contacts.
- Work closely with Stage Manager on timing of show
- Confirm/assign ushers and ticket takers to podium positions
- Maintain Chair Binder of Thumbdrivewith contact lists, information about current and potential volunteers, and tips for success in your area

**Dress code**

- Professional/dressy!
- Wear nametag provided for Audience Services Manager

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**   ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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**Position**                      **BAR CHAIR**

*Function: to coordinate and support the work of Bartenders and to make a profit for MCT.*

**Supervises**                      Bartenders

**Supervisor**                      MCT Performance Services Manager/Volunteer Director

**Qualifications**

- Be TABC-certified—certification fee reimbursed by MCT
- Willing to contact prospective volunteers and follow up by phone, email, and personal contact
- Have email capability at home or office (for all Production Board communications)
- Know how to work cash register in MCT concession area
- Be able to count money accurately
- Able to stand for one hour or more
- Know how to prepare and serve mixed drinks
- Be current on all sanitary, safety and legal requirements for serving alcohol and food
- Be welcoming, friendly, and courteous

**Time required**

- ☒ Before opening                      ☒ During run                      ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Varies by specific show and event
  - Some *non-show related* bar service needed for special events and receptions
  - Notify Volunteer Director of all Bartenders prior to *Prompter* deadline—usually three weeks before first performance
  - Willing to work bar if scheduled bartenders fail to show up

**Activities**

Bartenders

- Choose special show-theme drink(s)—review selections with MCT Volunteer Director
- Email or call volunteers as soon as performance schedule or special event request is available
- Schedule Bartenders for regular performances AND any Co-Pros and/or special receptions
- Welcome and train newcomers in MCT and TABC policies and preparation of special show-theme drinks, introduce them to MCT staff and volunteers, and orient them to where supplies are stored and proper operation of equipment
- Show bartenders where personal items can be safely left, and where to sign in/out each time
- Maintain a clean and attractive bar area at all times

**CONT. ON REVERSE**

## **BAR CHAIR**

### Supplies

- Maintain ongoing inventory of all bar supplies to avoid shortages
- Request equipment maintenance/replacement when needed

### Record keeping

- Provide accurate and current records
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

### Dress code

Black slacks and white shirt/blouse, with or without bar apron, and comfortable, supportive shoes (unless special clothing is requested for specific event/show)

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    )    Backstage                    (    )    Build                    ( **X** )    **Audience Services**

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**Position                    BARTENDERS**

*Function: to provide fast, friendly, accurate bar service before performances and during intermission.*

**Supervisor                    MCT Performance Services Manager/Bar Chair/Volunteer Director**

**Qualifications**

- Able to count money accurately
- Willing to learn how to work cash register in MCT concession area
- Willing to follow instructions exactly as posted
- Able to stand for one hour or more
- Able to bend over, lift cartons, and unscrew/remove caps
- Be welcoming, friendly, and courteous
- Prior knowledge not required, but willingness to learn how to mix drinks is assumed

**Time required**

- (    ) Before opening                    ( **X** ) During run                    (    ) Post show/follow up
- May sign up for one or more performances during show run

**Activities**

- Sign in on list in Box Office upon arrival; sign out when leaving
- Arrive 1 ½ hour before show begins to set up bar (Bar opens 1 hour before show begins); *after intermission*, leave when bar is cleaned up, restocked for next performance, and bar sales reports are completed
- Follow INSTRUCTIONS for BAR CREWS for specific activities (notice posted on bar wall)
- Read instructions for any special “show drinks” and know where supplies for those drinks are stored
- Wash hands and wipe bar counter frequently
- **When in doubt about age ask for ID!**
- Notify Bar Chair as soon as possible of any equipment that needs maintenance or repair
- Maintain a clean and attractive bar area at all times
- Follow INSTRUCTIONS for BAR PROFITS when closing out sales—return cash bag and count sheet to Box Office for audit
- *It is the Bar Crew person’s responsibility to find a replacement* if unable to work any performance or event he/she is scheduled to work! Call others on the Bar Crew list to fill in. Notify Bar Chair or MCT Performance Services Manager prior to bar set-up (1 ½ hours before performance) of any changes made.

**Dress code**

- Black slacks and white shirt/blouse, with or without bar apron, (unless special clothing requested for specific event/show); no shorts or t-shirts
- Comfortable, supportive shoes (no flip flops or heels)
- Keep hair away from face with barrette or band

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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**Position**                      **BOUTIQUE CHAIR**

*Function: to coordinate and support the work of the Boutique Sales Crew and to make a profit for MCT.*

**Supervises**                      Boutique Sales Crew

**Supervisor**                      MCT Performance Services Manager/Volunteer Director

**Qualifications**

- Willing to contact prospective volunteers/follow up by phone, email, personal contact
- Have email capability at home or office (for all Production Board communications)
- Be able to count money accurately
- Able to stand for one hour or more
- Be welcoming, friendly, and courteous

**Time required**

- ☐ Before opening                      ☐ During run                      ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Varies by specific show and event
  - Notify Volunteer Director of all Boutique Sales Crew prior to *Prompter* deadline—usually three weeks before first performance
  - Willing to work Boutique if scheduled sales reps fail to show up

**Activities**

Boutique Sales Crew

- Email or call volunteers as soon as performance schedule or special event request is available
- Schedule Sales Crew for regular performances AND any Co-Pros and/or special receptions
- Welcome and train newcomers in MCT policies, introduce them to MCT staff and volunteers, and orient them to where wrapping supplies, cards etc are stored and how to complete the receipt form
- Show volunteers where personal items can be safely left, and where to sign in/out each time
- Maintain a clean and attractive boutique area at all times

Supplies

- Maintain ongoing inventory of all boutique items to avoid shortages
- Search out additional items that might be good additions to boutique inventory; make purchase recommendations as needed to Volunteer Director

Record keeping

- Provide accurate and current records
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    ☐ PB Chair                      ☐ Backstage                      ☐ Build                      ☒ **Audience Services**

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**Position**                      **BOUTIQUE SALES CREW**

*Function: to provide income for MCT Volunteer Activity Fund.*

**Supervisor**                      MCT Performance Services Manager/Boutique Chair

**Qualifications**

- Able to stand at boutique counter for 20-30 minutes
- Greet patrons with smile

**Time required**

- ☐ Before opening                      ☒ During run                      ☐ Post show/follow up)
- May sign up for one or more performances during show run
  - Arrive one hour prior to performance and check in with Box Office Manager for specific location
  - Open Boutique 30 minutes before performance and during Intermission

**Activities**

- Sign in at Box Office and get Volunteer badge from drawer
- Pick up money bag at Box Office—receipt pad should be inside money bag
- Familiarize yourself with pricing of all Boutique items
- Follow INSTRUCTIONS for BOUTIQUE SALES CREW
- Write short description on receipt pad for each sale and give copy to buyer—keep original for MCT
- Accept cash and checks payable to MCT; refer credit card buyers to Box Office for payment receipt, then handle like cash
- Follow INSTRUCTIONS for BOUTIQUE PROFITS when closing out sales--return cash bag and receipts to Box Office for audit

**Other duties**

- Boutique Sales Crew may be asked to assist Box Office staff during Intermission

**Dress code**                      ***Casual*** but neat—no frayed jeans, halters or short tops, flip flops etc!

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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**Position**                      **CASTING COMMITTEE CHAIR**

*Function: to compose a three-person (or more) Casting Committee for all open audition shows of the regular MCT season*

**Supervisor**                      Volunteer Director/MCT Executive Director/Guest Director

**Qualifications**

- Knowledge of and experience with acting, singing, dancing, and other skills
- Personal Casting Committee experience on a wide range and types of shows
- Available to meet with key MCT staff to discuss special needs and skills for each upcoming MCT show
- Good judge of an individual's character, self-discipline, experience and knowledge
- Able to select individuals who work effectively in group situations
- Willing to contact prospective Casting Committee members and followup by phone, mail, and personal contact
- Have email capability at home or office (for all Production Board communications)

**Time required**

☐ Before opening                      ☐ During run                      ☐ Post show/follow up  
*Ongoing scheduling and announcement of Casting Committees prior to auditions*

- Prompt rescheduling if a Casting Committee change is needed
- Notify Volunteer Director of all Casting Committee members prior to *Prompter* deadline—usually three weeks prior to first performance
- Attend all Production Board meetings based on an annual calendar that allows significant advance notice

**Activities**

- Read all scripts
- Meet with each Casting Committee prior to auditions and discuss specific needs and review casting guidelines
- On-going recruitment for future casting committees
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Notify Volunteer Director of life events of cast and crew (weddings, family illness/death, etc)



**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    )    Backstage                    ( **X** )    **Build**                    (    )    Audience Services

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**Position**                    **CASTING COMMITTEE MEMBER**

*Function: to identify and select the best blend of auditioners for a specific MCT production to produce a high-quality performance cast.*

**Supervisor**                    Show Director/Casting Committee Chair

**Qualifications**

- Able to keep all audition and casting discussions completely private—NO GOSSIP or leaking information!
- Look alert and interested during entire audition process!
- Be a member of MCT or an active MCT volunteer

**Time required**

( **X** ) Before opening                    (    ) During run                    (    ) Post show/follow up

- Arrive at audition location early
- Attend all show-specific auditions, including call-backs and special audition location and/or date or time
- Meet with Show Director, Volunteer Director (and Musical Director and Choreographer if used) and Casting Committee members until all cast openings are filled, regardless of how long meeting lasts

**Activities**

- Read and study script carefully prior to auditions, noting any specific skills required
- Take script and all notes, comments, and questions to meeting with Show Director
- Meet with Show Director prior to auditions to discuss his/her directing concept and goals for the auditions
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director as soon as Casting Committee responsibilities are completed—VERY IMPORTANT for MCT grant requests

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( X ) PB Chair ( ) Backstage ( ) Build ( ) Audience Services

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### Position **CONCESSIONS CHAIR**

*Function: to coordinate and support the work of the concessions volunteers and to make a profit for MCT.*

Supervises Concessions Crews

Supervisor MCT Performance Services Manager/Volunteer Director

### Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, and personal contact
- Have email capability at home or office (for all Production Board communications)
- Be able to count money accurately
- Able to stand for one hour or more
- Be current on all sanitary, safety and legal requirements for serving food
- Be welcoming, friendly, and courteous

### Time required

- ( X ) Before opening ( X ) During run ( X ) Post show/follow up
- Attend all scheduled Production Board meetings
  - Varies by specific show and event
  - Some *non-show related* concession service needed for special events and receptions
  - Notify Volunteer Director of all Concessions Crews prior to *Prompter* deadline—usually three weeks before first performance
  - Willing to work concessions if scheduled crew fail to show up

### Activities

#### Concession Crews

- Email or call volunteers as soon as performance schedule or special event request is available
- Schedule Concessions Crews for regular performances AND any CoPros and/or special receptions
- Welcome and train newcomers in MCT policies and preparation of food packages, introduce them to MCT staff and volunteers, and orient them to where supplies are stored and proper operation of equipment
- Show volunteers where personal items can be safely left, and where to sign in/out each time
- Maintain a clean and attractive concessions area at all times

#### Supplies

- Maintain ongoing inventory of all concessions supplies to avoid shortages
- Request equipment maintenance/replacement when needed

#### Record keeping

- Provide accurate and current records
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    )    Backstage                    (    )    Build                    ( **X** )    **Audience Services**

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**Position**                    **CONCESSIONS SALES CREW**

*Function: to provide fast, friendly, accurate concessions service before performances and during intermission.*

**Supervisor**                    MCT Performance Services Manager/Concessions Chair

**Qualifications**

- Able to stand at concession counters for 20-30 minutes
- Greet patrons with smile

**Time required**

- (    ) Before opening                    ( **X** ) During run                    (    ) Post show/follow up
- Arrive one hour prior to performance and check in with Box Office Manager for specific location
  - Be in concession area 10 minutes prior to Intermission and stay until area is cleaned up (approximately 30-35 minutes total)

**Activities**

- Sign in at Box Office and get Volunteer badge from drawer
- Follow INSTRUCTIONS for CONCESSIONS SALES CREWS for specific activities
- Take cash and make change as needed
- Follow INSTRUCTIONS for CONCESSIONS PROFITS when closing out sales--return cash bag and receipt copies to Box Office for audit

**Other duties**

- Concessions Sales Crews may be asked to assist Box Office staff during Intermission

**Dress code**                    **Casual** but neat—no frayed jeans, halters or short tops, flip flops etc!

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( X ) PB Chair ( ) Backstage ( ) Build ( ) Audience Services

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### Position **COSTUME CONSTRUCTION CHAIR**

*Function: to provide support for MCT Costume Designer by recruiting volunteers to assist with all aspects of costume build, maintenance, and storage.*

Supervisor Volunteer Director/MCT Costume Designer

### Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, personal contact
- Have email capability at home or office (for all Production Board communications)
- Available to meet with MCT Costume Designer to discuss pulling and construction needs for upcoming shows
- Willingness to recruit and schedule both skilled seamstresses and basic sewers (and crafters when needed) for every show
- Willingness to assist in Costume Construction Shop when needed
- Prior knowledge not required, but willingness to learn is assumed

Beneficial but not required

- Familiarity with basic hand and machine sewing—skill in either/both not required
- Familiarity with crafts helpful, but not necessary

### Time required

- ( X ) Before opening ( ) During run ( X ) Post show/follow up
- Attend all scheduled Production Board meetings
  - Planning and scheduling vary by show—largest number of costume volunteers needed opening musical (Jan), large period show (March/April), fall musical/show (Aug/Sept), and holiday show (Oct-Nov)
  - Notify Volunteer Director of all costume construction volunteers prior to *Prompter* deadline—usually three weeks prior to first performance
  - Attend/visit/monitor Costume Construction Work Calls

### Required activities

- Contact individuals to invite them to Work Calls
- Follow-up contacts frequently; thank those who came to a Work Call and re-invite those who did not
- Recruit *regular daytime* volunteers to work with Costume Shop staff—some weekday mornings not available due to staff meetings
- Maintain records of volunteers with special skills and interests (tailoring, millinery, crafts, cobbler, jewelry making/repair, etc) and provide information regularly to Volunteer Director
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

### Suggested activities

- After reading script, meet with MCT Costume Designer for design concept and specific costuming needs
- Welcome newcomers, introduce them to MCT staff and volunteers, show them where supplies and equipment are stored, where personal items can be safely left, and where to sign in/out each time they work
- Contact individuals for assistance with shopping, craft-making and special projects
- Assist MCT Costume Designer with planning and scheduling special projects, including cleaning, organizing and inventory

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    )    Backstage                    ( **X** )    **Build**                    (    )    Audience Services

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**Position**                    **COSTUME CONSTRUCTION CREW**

*Function: to assist in the build of costumes for MCT shows.*

**Supervisor**                    Costume Construction Chair/MCT Costume Designer

**Qualifications**

- Most jobs require no special physical abilities EXCEPT getting to Costume Shop in MCT basement
- Willingness to assist in Costume Construction Shop when and how needed
- Prior knowledge not required, but willingness to learn is assumed

**Time required**

- ( **X** ) Before opening                    (    ) During run                    (    ) Post show/follow up
- Varies by type of job or project each person is working on
  - Daytime, evening and weekend hours available

*Largest number of costume volunteers needed for opening musical (Jan),  
large period show (March/April), fall musical/show (Aug/Sept), and holiday show (Oct-Nov)*

**Activities**

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- ***Varies by show and volunteer's skills—necessary training provided***

**Skills**

- Basic hand sewing—buttons, snaps, trims, name tags, etc
- Basic machine sewing—long straight seams, flat-lining, etc
- Craft-making projects, including scrapbooking, painting techniques, beading, etc
- Millinery repairs and construction
- Jewelry repairs and construction
- SKILLED SEAMSTRESSES always needed

**Other projects may include**

- Pulling and sizing garments
- Inventory and/or cleaning of Costume Storage
- Pattern inventory
- Labeling ditty bags
- Shoe polishing
- Laundry and ironing
- Loading and pushing costume racks
- Special projects developed by Costume Construction Chair and/or MCT Costume Designer

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    )    Backstage                    ( **X** )    **Build**                    (    )    Audience Services

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**Position**                    **COSTUME GUEST DESIGNER**

*Function: to enhance actor portrayal of character, provide authentic period looks, and assist MCT Costume Designer with creating and maintaining cohesive show look.*

**Supervisor**                    MCT Costume Designer/Volunteer Director

**Qualifications**

- Knowledge of costuming history, techniques and supplies
- Able to create period looks and redesign garments for men, women and children

**Time required**

- (    ) Before opening                    (    ) During run                    (    ) Post show/follow up  
*Willing to commit 1-3 months prior to opening on costume design,  
depending on show*
- Be prepared for Costume Parade before Tech Week and/or other special costume request from Director or MCT Costume Designer

**Required activities**

- After reading script, meet with MCT Costume Designer (and Show Director if possible) for design concept, coordinated look, and specific needs
- Research period looks and materials
- Meet with MCT Costume Designer to discuss costume plots
- Recruit and coordinate costume items so all Costume Plots are completed prior to Photo Call or Tech Week, whichever is required for specific show
- Provide a Costume Plot for each *character* with period research and technique suggestions—provide Costume Plots to appropriate actors, Dresser Chair, and Hair and Wig Chair
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests

**What to expect from MCT Costume Staff**

- Access to period research or research provided by MCT Costume Designer
- Access to Costume Storage and Costume Rental Shop garments and accessories
- Access to Costume Construction Shop supplies and fabric inventory
- Show costume budget
- Reasonable timeline to complete design work and finish products

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ☒ ) PB Chair ( ☐ ) Backstage ( ☐ ) Build ( ☐ ) Audience Services

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Position **DRESSER CHAIR**

*Function: to support and recruit Dressers for MCT shows.*

Supervises Dresser Crew

Supervisor MCT Costume Designer

Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, and personal contact
- Willing to recruit and schedule experienced and novice Dressers for every performance including Co-Pros
- Have email capability at home or office (for all Production Board communications)
- Prior knowledge not required, but willingness to learn is assumed

Beneficial but not required

- Able to lift heavy costumes, manage stairs, raise/lower elevator doors, open/close safety pins, raise arms above head, bend over to tie shoes
- Ability to make basic hand sewing emergency repairs—skill not required

Time required

- ( ☒ ) Before opening ( ☒ ) During run ( ☐ ) Post show/follow up
- Attend all scheduled Production Board meetings
  - Planning and scheduling vary by show and time of year—largest number of Dressers needed for opening musical (Feb-March), large period show (April-May), fall musical/show (Sept-Oct), and holiday show (Nov-Dec)
  - Notify Volunteer Director of all Dressers prior to *Prompter* deadline—usually three weeks prior to first performance
  - Willing to work as Dresser if scheduled dressers fail to show up

Required activities

- Read script for dresser needs
- Contact individuals from home by phone or email
- Follow-up contacts frequently; thank those who dress and re-invite those who did not
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

Suggested activities

- After reading script, meet with MCT Costume Designer to discuss quick changes, costumes used by multiple actors, preset locations, problems and maintenance of costumes, and other show-specific costume needs
- Welcome and train newcomers, introduce them to MCT staff and volunteers, and show them where supplies and equipment are stored
- Show newcomers where personal items can be safely left and where to sign in/out for each performance

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair            ( **X** ) **Backstage**            (    )    Build            (    )    Audience Services

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**Position            DRESSER CREW**

*Function: to enable actors to perform at their top ability by preventing problems related to costume use, misuse, and changing delays.*

**Supervisor            Dresser Chair/MCT Costume Designer**

***At Show Time the Stage Manager rules!***

**Qualifications**

- Able to lift heavy costumes, manage stairs, raise/lower elevator doors, open/close safety pins, raise arms above head, bend over to tie shoes
- Prior knowledge not required, but willingness to learn from pros is assumed
- Courteous, patient, and respectful of personal privacy with actors and other backstage crews
- Professional and business-like when working with actors who are not fully dressed

**Time required**

( X ) Before opening            ( X ) During run            ( X ) Post show/follow up)  
*Largest number of Dressers needed for opening musical (Feb-March),  
large period show (April-May), fall musical/show (Sept-Oct), and holiday show (Nov-Dec)*

- May sign up for one or more performances during show run
- Attendance at Tech Week rehearsals
- Arrive 1 hour before Curtain to be sure costumes are in dressing rooms and ready for actors; *after performance*, stay until all costumes are returned to their proper locations and ready for the next scheduled performance
- Attend Strike and assist with sorting, returning to storage, laundry and other jobs as needed

**Activities**

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- Varies greatly by show!
- Follow script marked by Dresser Chair for all instructions
- Assist actors with locating and prepping costumes, including ironing, polishing shoes etc if necessary
- Assist actors with quick costume changes
- Pre-set costumes for hand-offs
- Make emergency costume repairs, including basic hand sewing and safety pins
- *It is the Dresser's responsibility to find a replacement if unable to work any performance he/she is scheduled to work! Call others on the Dresser Crew list to fill in. Notify Dresser Chair and/or Stage Manager 1 ½ hours before performance of any changes made*

**Dress code**

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety and courtesy when dressing actors, contain long hair with barrette, band, braids etc
- *"Techies" wear black—it's a theatre tradition!*



**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    ( **X** ) **Backstage**                    (    )    Build                    (    )    Audience Services

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**Position            FOLLOWSPOT OPERATORS**

*Function: to spotlight actors and/or other stage areas to increase audience focus, awareness and interest.*

**Supervisor            Lights Chair/Stage Manager**  
***At Show Time, the Stage Manager rules!***

**Qualifications**

- Must be able to climb into spotlight tower via steep ladders
- Must be able to hear and follow directions given through headset
- Prior knowledge not required but willingness to learn is assumed

**Time required**

- ( X ) Before opening                    ( X ) During run                    ( X ) Post show/follow up
- May sign up to work for one or more performances
  - Attend Dry Tech on Saturday morning prior to and all Tech Week rehearsals
  - Arrive 1 hour before performance begins for all performances you are scheduled to work; *stay after performance ends* until dismissed by Stage Manager or Assistant Stage Managers
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike

**Activities**

- Sign in/out at designated location for every performance—volunteer hours are important for MCT grant requests
- Complete PRE-SHOW CHECKLIST when arriving
- Follow instructions from Stage Manager via headset
- Report any broken or damaged equipment to Lights Chair or Stage Manager before leaving theatre
- *It is the Followspot Operator's responsibility to find a replacement* if unable to work any performance he/she is scheduled to work! Call other Followspot Operators on list to fill in. Notify Lights Chair prior to Actors Call of any changes made.

**Dress code**

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety around equipment, contain long hair with barrette, band, braids etc
- *"Techies" wear black—it's a theatre tradition!*

# MIDLAND COMMUNITY THEATRE

## Production Board

Area:   ☒ PB Chair                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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Position                      **HAIR and WIG CHAIR**

*Function: to recruit and schedule crew to realize work of Hair and Wig Designer and/or MCT Costume Designer.*

Supervises                      Hair and Wig Crew

Supervisor                      MCT Costume Designer/Volunteer Director

Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, and personal contact
- Willing to recruit and schedule hair and wig stylists as needed for each MCT season show
- Have email capability at home or office (for all Production Board communications)
- Prior knowledge not required, but willingness to learn is assumed

Time required

☒ Before opening                      ☐ During run                      ☒ Post show/follow up

- Attend all scheduled Production Board meetings
- Planning and scheduling vary by show and not necessarily by cast size
- Notify Volunteer Director of all hair and wig volunteers prior to *Prompter* deadline—usually three weeks prior to first performance
- Willing to do wig maintenance during run if Wig Crew fails to show up

Required activities

- Read script for hair and wig needs
- Contact individuals to invite them to work on hair and wig styling and maintenance
- Follow-up contacts frequently; thank those who help and re-invite those who did not
- Work within annual budget for wig and hair needs, and express concerns if budget needs to be adjusted due to special, unplanned needs or damage
- Maintain wig and hair storage areas in an efficient, effective manor
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

Suggested activities

- Welcome newcomers, introduce them to MCT staff and volunteers, show them where supplies and equipment are stored, where personal items can be safely left, and where to sign in/out each time they work
- Assist MCT Costume Designer with planning and scheduling special projects, including wig cleaning, organizing and inventory
- Maintain records of volunteers with special skills and interests (research, designing plots, coloring, cutting, styling etc) and provide information regularly to Volunteer Director—include this information in Chair Binder/Thumbdrive

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

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Position **HAIR and WIG CREW**

*Function: to style hair and wigs, and maintain the look throughout the show.*

Supervisor Hair and Wig Chair/MCT Costume Designer  
***At Show Time the Stage Manager rules!***

Qualifications

- Steady hands and good eye/hand coordination
- Patient, neat, and consistent
- Prior knowledge and experience not required but willingness to learn is assumed

Beneficial but not required

- Able to cut, color, and style wigs and hair
- Knowledge of and experience in creating period looks for hair/wigs

Time required

- ( ☒ ) Before opening ( ☒ ) During run ( ☒ ) Post show/follow up
- Dress Rehearsals during Tech Week
  - Attend Hair Maintenance Workshop for Hair and Wig Crew
  - Arrive 1 hour before Curtain for all performances you are scheduled to work; stay until area is cleaned up and supplies are ready for next performance; total time for each performance is usually 1-1 ½ hours
  - Occasionally special hair/wig designs may require 2-3 hours preparation—your arrival time may be earlier if this is necessary
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - May sign up to work one or more performances during show run
  - Attend Strike and assist with cleanup and storage of supplies

Activities

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- Use appropriate Hair/Wig Plot for each *character* or actor
- Notify Hair and Wig Chair of any missing or damaged supplies before leaving theatre after performance
- Keep hair and wig area neat, tidy, and organized at all times
- Wash hands and wipe off work surface frequently
- *It is the Hair and Wig Crew member's responsibility to find a replacement* if unable to work any performance he/she is scheduled to work! Call other Hair and Wig Crew members on list to fill in. Notify Hair and Wig Chair and/or Stage Manager prior to Actors Call (1 hour before performance) of any changes made

Dress code

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety, sanitation, and courtesy around actors, contain long hair with barrette, band, braids etc
- *"Techies" wear black—it's a theatre tradition!*

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:** ( ) PB Chair ( ) Backstage ( **X** ) **Build** ( ) Audience Services

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**Position**            **HAIR and WIG GUEST DESIGNER**

*Function: to enhance actor portrayal of character, provide authentic period looks, and assist MCT Costume Designer with creating and maintaining cohesive show look.*

**Supervisor**            MCT Costume Designer/Volunteer Director

**Qualifications**

- Able to cut, color, and style wigs and hair
- Knowledge of and experience in creating period looks for hair/wigs

**Time required**

- ( ) Before opening            ( ) During run            ( ) Post show/follow up  
*Willing to spend 1-3 months prior to opening on hair and wig design, depending on show.*
- Present Hair Clinic for Actors with handouts showing examples and “how-to’s”
  - Present Hair Maintenance Workshop for Hair and Wig Crew if needed

**Required activities**

- After reading script, meet with MCT Costume Designer (and Show Director if possible) for design concept, coordinated look, and specific needs
- Discuss with MCT Costume Designer concerns about cutting, coloring, treating or disguising an actor’s own hair before meeting with actor—discussions with actor(s) should be discreet and private
- Assist MCT Costume Designer with acquiring and/or ordering hair products and supplies
- Provide special hair care supplies to actors/crew if necessary
- Provide a Hair/Wig Plot for each *character* with period research and suggestions for effective maintenance of hair/hairpiece style or wig—provide Hair/Wig Plots to appropriate actors
- Recruit and schedule hair/hairpiece and wig stylists so all wig styling and/or cutting/coloring is completed prior to Photo Call or Tech Week, whichever is required for specific show
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    **X**    )    **Backstage**                    (    )    Build                    (    )    Audience Services

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**Position**                    **KID WRANGLER**

*Function: to support and assist the Stage Manager(s) by monitoring Youth Ensemble before, during and after rehearsals and performances.*

**Supervisor**                    Volunteer Director/Stage Manager/Assistant Stage Manager  
***At Show Time the Stage Manager rules!***

**Qualifications**

- Be a parent or guardian of a Youth Cast member (under age 16) in any MCT production

**Time required**

(    **X**    ) Before opening                    (    **X**    ) During run                    (    ) Post show/follow up

- Wrangle a minimum of THREE REHEARSALS and THREE PERFORMANCES
- Wrangle the required rehearsals and performances EVEN IF ALSO working as a Dresser, Set Shift Crew or Lights or Sound Operators—other volunteer activities do not erase the Kid Wrangler responsibility

**Required activities**

General guidelines

- *Control where Youth Ensemble members are at all times*—prevent wandering from rehearsal and/or Green Room locations
- *Curtail any energetic rough housing*—SEEK ASSISTANCE of Stage Manager, Assistant Stage Manager or Volunteer Director if needed
- Follow INSTRUCTIONS for KID WRANGLING provided at first Company Meeting
- Notify Stage Manager of life events of Youth Ensemble (weddings, family illness/death, etc)

Rehearsals

- Arrive 10 minutes prior to CALL, check in and assume duties

Performances

- Follow prepared show script and be familiar with Youth Ensemble entrances and exits
- Enforce MCT rules with a firm hand

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    ( **X** ) **Backstage**                    (    )    Build                    (    )    Audience Services

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**Position            LIGHTBOARD OPERATORS**

*Function: to operate lightboard as instructed to assure a smooth-running performance for MCT.*

**Supervisor            Lights Chair/Stage Manager**  
***At Show Time the Stage Manager rules!***

**Qualifications**

- Must be able to climb a few stairs to Light and Sound Booth
- Must be able to hear and follow directions given through headsets
- Prior knowledge not required but willingness to learn is assumed

**Time required**

- ( X ) Before opening                    ( X ) During run                    ( X ) Post show/follow up
- May sign up to work for one or more performances
  - Attend Dry Tech on Saturday morning prior to and all Tech Week rehearsals
  - Arrive 1 hour before performance begins for all performances you are scheduled to work; *stay after performance ends* until dismissed by Stage Manager or Assistant Stage Managers
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike

**Activities**

- Sign in/out at designated location for every performance—volunteer hours are important for MCT grant requests
- Complete PRE-SHOW CHECKLIST when arriving
- Follow instructions from Stage Manager via headset
- Make NO changes to lighting design or board settings
- Report any broken or damaged equipment to Lights Chair or Stage Manager before leaving theatre
- *It is the Lightboard Operator's responsibility to find a replacement* if unable to work any performance he/she is scheduled to work! Call other Lightboard Operators on list to fill in. Notify Lights Chair or Stage Manager prior to Actors Call (1 hour before performance) of any changes made.

**Dress code**

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety around equipment, contain long hair with barrette, band, braids etc
- *"Techies" wear black—it's a theatre tradition!*

# MIDLAND COMMUNITY THEATRE

## Production Board

Area:   ☒   **PB Chair**                      ☐   Backstage                      ☐   Build                      ☐   Audience Services

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Position                      **LIGHTS CHAIR**

*Function: to recruit and provide operators for all lighting equipment to assure smooth-running performances for all MCT shows.*

Supervises                      Light Board Operators, Follow-spot Operators

Supervisor                      MCT Lights and Sound Designer/Volunteer Director

Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, and personal contacts
- Willing to recruit and schedule Light Board Operators and Follow-spot Operators for every show and for all performances, including Co-Pros and special events
- Have email capability at home or office (for all Production Board communications)
- Able to climb stairs and catwalks and safely lift lighting instruments
- Available to meet with key MCT staff to discuss lighting needs for upcoming shows
- Prior knowledge not required, but willingness to learn is assumed

Beneficial but not required

- Familiar with lighting instruments and operations boards

Time required

- ☒ Before opening                      ☒ During run                      ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Planning and scheduling vary by show and time of year—usually largest number of Operators needed for opening musical (Feb-March) and holiday show (Nov-Dec)
  - Notify Volunteer Director of all Lightboard and Follow-spot Operators prior to *Prompter* deadline—usually three weeks prior to first performance
  - Attend Dry Tech on Saturday morning and ALL Tech Week rehearsals
  - Work show lights (board or spots) at last minute if scheduled operators fail to show up
  - Attend Strike and assist with dismantling and storing all lighting equipment

Required activities

- Read script for lighting needs
- Contact individuals to invite them to work lighting equipment
- Follow-up contacts frequently; thank those who worked and re-invite those who did not
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

Suggested activities

- After reading script, meet with MCT Lights and Sound Designer for design concept and specific show needs
- Welcome newcomers, introduce them to MCT staff and volunteers, show them where equipment is stored, where personal items can be safely left, and where to sign in/out for each performance
- Train newcomers to read lighting cues accurately and to follow all operating instructions for lighting instruments
- Assist Lights and Sound Director with planning and scheduling special projects, including cleaning, organizing and inventory of on-site and off-site MCT Lighting Instrument Storage

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**   ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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**Position**                      **MAKEUP CHAIR**

*Function: to recruit and schedule crew to realize work of Makeup Designer and/or MCT Costume Designer.*

**Supervises**                      Makeup Crew

**Supervisor**                      MCT Costume Designer/Volunteer Director

**Qualifications**

- Willing to contact prospective volunteers and follow up by phone, email, and personal contacts
- Willing to recruit and schedule makeup stylists as needed for each MCT season show
- Have email capability at home or office (for all Production Board communications)
- Prior knowledge not required, but willingness to learn is assumed

**Time required**

- ☒ Before opening                      ☒ During run                      ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Planning and scheduling vary by show and not necessarily by cast size
  - Notify Volunteer Director of all makeup volunteers prior to *Prompter* deadline—usually three weeks prior to first performance
  - Willing to work as Makeup Crew if crew fails to show up

**Required activities**

- Read script for makeup needs
- Contact individuals from home by phone or email
- Follow up contacts frequently; thank those who do makeup and re-invite those who did not
- Work within annual budget for makeup needs, and express concerns if budget needs to be adjusted due to special, unplanned needs or damage
- Maintain makeup storage areas in an efficient, effective manor
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

**Suggested activities**

- Welcome and train newcomers, introduce them to MCT staff and volunteers, and show them where supplies and equipment are stored
- Show newcomers where personal items can be safely left and where to sign in/out for each performance
- Assist MCT Costume Designer with planning and scheduling special projects, including inventory and ordering of makeup products
- Maintain records of volunteers with special skills and interests (research, designing plots, using latex etc) and provide information regularly to Volunteer Director—include this information in Chair Binder/Thumbdrive



# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

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### Position **MAKEUP CREW**

*Function: to assist actors with completion of designed character makeup.*

Supervisor Makeup Chair/Stage Manager

***At Show Time, the Stage Manager rules!***

### Qualifications

- Steady hands and good eye/hand coordination
- Able to lift arms to shoulders
- Organized, neat, and consistent
- Prior knowledge and experience not required but willingness to learn is assumed

### Time required

( ☒ ) Before opening ( ☒ ) During run ( ☒ ) Post show/follow up

- May sign up to work one or more performances
- Tech Week rehearsals beginning Tuesday
- Attend Makeup Workshop for Makeup Crew
- Arrive 1 hour before performance begins for all performances you are scheduled to work; stay until area is cleaned up and all makeup supplies are ready for next performance; total time for each performance is usually 1-1 ½ hours
- Occasionally special makeup designs may require 2-3 hours preparation—your arrival time may be earlier if this is necessary
- Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
- Attend Strike and assist with cleanup of makeup area and storage of supplies

### Activities

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- Use appropriate Makeup Plot for each character or actor
- Notify Makeup Chair of any missing or damaged supplies before leaving theatre after performance
- Keep makeup area neat, tidy, and organized at all times
- Wash hands and wipe off work surface frequently
- *It is the Makeup Crew member's responsibility to find a replacement if unable to work any performance he/she is scheduled to work! Call other Makeup Crew members on list to fill in. Notify Makeup Chair and/or Stage Manager prior to Actors Call (1 hour before performance) of any changes made.*

### Dress code

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety, sanitation, and courtesy around actors, contain long hair with barrette, band, braids etc
- *"Techies" wear black—it's a theatre tradition!*

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ) Backstage ( **X** ) **Build** ( ) Audience Services

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Position **MAKEUP GUEST DESIGNER**

*Function: to enhance actor portrayal of character, provide authentic period looks, and assist MCT Costume Designer with creating and maintaining cohesive show look.*

Supervisor MCT Costume Designer/Volunteer Director

### Qualifications

- Knowledge of stage makeup techniques and supplies
- Able to create period looks, aging, illness, scars etc for men, women and children

### Time required

( ) Before opening ( ) During run ( ) Post show/follow up

*Willing to spend 1-3 months prior to opening on makeup design, depending on show.*

- Present Makeup Clinic for Actors with handouts showing examples and “how-to’s”
- Present Makeup Workshop for Makeup Crew (Makeup Crew not used often)

### Required activities

- After reading script, meet with MCT Costume Designer (and Show Director if possible) for design concept, coordinated look, and specific needs
- Research period makeup looks and materials
- Meet with MCT Costume Designer to discuss makeup plots
- Discuss with MCT Costume Designer makeup alternatives for actors with skin allergies or disabilities that prevent applying makeup accurately—discussions with actor(s) should be discreet and private
- Provide special makeup supplies to actors/crew if necessary (ex: blood and gore, waterproof makeup, facial hair pieces etc)
- Recruit and coordinate makeup stylists so all Makeup Plots are completed prior to Photo Call or Tech Week, whichever is required for specific show
- Provide a Makeup Plot for each *character* with period research and technique suggestions—provide Makeup Plots to appropriate actors, Dresser Chair, and Hair and Wig Chair
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests

### What to expect from MCT Costume Staff

- Access to period research or research provided by MCT Costume Designer
- Access to MCT makeup supplies
- Show makeup budget
- Reasonable timeline to complete design work and finish products

# MIDLAND COMMUNITY THEATRE

## Production Board

Area:   ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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Position                      **PAINT CHAIR**

*Function: to recruit and schedule Painters for MCT shows and to assist MCT Scenic Designer.*

Supervisor                      MCT Scenic Designer

Qualifications

- Willing to contact prospective volunteers and follow up by phone, email and personal contact
- Willing to recruit skilled and unskilled volunteers to assist with painting projects
- Available to meet with key MCT staff to discuss special and on-going painting and construction projects
- Have email capability at home or office (for all Production Board communications)
- Able to climb a ladder, bend over, lean forward and squat down
- Prior knowledge not required, but willingness to learn is assumed

Beneficial but not required

- Familiar with paints and painting techniques
- Familiar with and willing to follow OSHA safety guidelines in addition to all MCT safety guidelines and policies

Time required

☒ Before opening                      ☐ During run                      ☒ Post show/follow up

- Attend all scheduled Production Board meetings
- Varies by specific show based on how much painting and construction is needed and when set pieces will be ready for paint applications
- Notify Volunteer Director of all Paint crews prior to *Prompter* deadline—usually three weeks before first performance
- Attend/visit all Work Calls
- Willing to work when paint crews fail to show up

Required activities

- Plan Work Calls and contact volunteers as needed to meet painting schedule
- Attend some or all scheduled Work Calls
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

Suggested activities

- Discuss paint needs with MCT Scenic Designer
- Accept an assignment(s) related to the painting of scenery and/or scenic pieces and work within the outlined concept and schedules.
- Welcome newcomers, introduce them to MCT staff and volunteers, orient them to work area supplies and equipment and safety guidelines; also show volunteers where personal items can be safely left, and where to sign in/out each time they work
- Train newcomers in painting techniques necessary for jobs they are assigned
- Assist Scenic Designer with planning and scheduling special projects, including cleaning and organizing paint supplies and work area
- Maintain records of volunteers with special skills and interests (advanced/unique techniques, limited mobility, allergies to paint/fumes etc) and provide information regularly to Volunteer Director—include this information in Chair Binder/Thumbdrive

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ) Backstage ( **X** ) **Build** ( ) Audience Services

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### Position **PAINT CREW**

*Function: to assist MCT Scenic Designer with painting projects to create fully-realized designs and sets for MCT shows.*

Supervisor Paint Chair/MCT Scenic Designer

### Qualifications

- Able to climb a ladder, bend over, lean forward and squat down
- Willing to follow OSHA safety guidelines in addition to all MCT safety guidelines and policies
- Prior knowledge not required, but willingness to learn is assumed

### Time required

- ( **X** ) Before opening ( ) During run ( ) Post show/follow up
- Varies by specific show based on how much painting and construction is needed and when set pieces will be ready for paint applications
  - Daytime, evening and weekend hours available—*daytime painters are always welcome!*
  - Work Calls are usually Tuesday and Thursday evenings and Saturday mornings beginning 4-6 weeks prior to major shows—Work Calls are usually 2-3 hours long

### Activities

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- Attend scheduled Work Calls
- Follow directions for paint colors, techniques, and specific application areas
- Notify Paint Chair/MCT Scenic Designer of any missing or damaged supplies or instruction notices before leaving theatre
- Keep paint area neat, clean, organized
- Wipe up spills immediately
- Clean paint brushes and other equipment exactly as directed by Paint Chair or MCT Scenic Designer

### Dress code

- Wear clothing you don't mind getting paint on!
- Comfortable, supportive shoes
- No tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs
- For safety and neatness, contain long hair with barrette, band, braids etc

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:** (    ) PB Chair            (    ) Backstage            (    ) Build            (    ) Audience Services

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**Production Board Job Descriptions**

**PRE-PRODUCTION**

Casting

Casting Committee Chair  
Casting Committee Member

Stage Manager

Stage Manager Chair  
Stage Manager  
Assistant Stage Manager(s)  
Kid Wrangler

Talent

Talent Chair

**BUILD**

Costume

Costume Construction Chair  
Costume Construction Crew  
Costume Guest Designer

Hair and Wig

Hair and Wig Chair  
Hair and Wig Crew  
Hair and Wig Guest Designer

Makeup

Makeup Chair  
Makeup Crew  
Makeup Guest Designer

Paint

Paint Chair  
Paint Crew

Props Building and Gathering

Props Building/Gathering Chair  
Props Building/Gathering Crew

Set Construction

Set Construction Chair  
Set Construction Crew

**CREW**

Dresser

Dresser Chair  
Dresser Crew

Lights

Lights Chair  
Followspot Operators  
Lightboard Operators

Props Running

Props Running Chair  
Props Running Crew

Sound

Sound Chair  
Soundboard Operators

Stage Crew

Stage Crew Chair  
Stage Crew

**PERFORMANCE SERVICES**

Audience Services Manager

Bar

Bar Chair  
Bartenders

Boutique

Boutique Chair  
Boutique Sales Crew

Box Office

Concessions

Concessions Chair  
Concessions Sales Crew

Usher

Usher Chair  
Usher

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**   ☒ **PB Chair**                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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**Position**                      **PROPS BUILDING and GATHERING CHAIR**

*Function: to recruit and schedule Props Building and Gathering Crews and to assist MCT Scenic Designer.*

**Chair supervises**                      Props Building and Gathering Crew

**Chair supervisor**                      MCT Props Designer/Volunteer Director

**Qualifications**

- Willing to contact prospective volunteers from home and follow up by phone, email and personal contacts
- Willing to recruit skilled and unskilled volunteers to assist with building and gathering props
- Have email capability at home or office (for all Production Board communications)
- Available to meet with key MCT staff to discuss special and on-going props needs
- Able to budget expenses and keep good records (purchase, returns etc)
- Willing to get dusty or dirty while searching for and making props
- Prior knowledge not required, but willingness to learn is assumed

**Beneficial but not required**

- Able to think creatively
- Familiarity with a variety of crafts, although proficiency in “crafts” is not necessary

**Time required**

- ☒ Before opening                      ☐ During run                      ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Varies by specific show based on how many and what types of props are needed
  - Notify Volunteer Director of all Props Building & Gathering crews prior to *Prompter* deadline—usually three weeks before first performance
  - Attend first Tech Week rehearsal
  - Attend/visit all Work Calls
  - Attend Strike

**Required activities**

- Plan Work Calls and contact as needed to mass-produce specific props items
- Follow up contacts frequently; thank those who helped and re-invite those who did not
- Prepare a list of all borrowed or rented items for Props Running Chair and indicate where those items are to be placed at the end of the show run
- *Return borrowed or rented items after show ends*
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

**CONT. ON REVERSE**

## ***PROPS BUILDING and GATHERING CHAIR cont***

### Suggested activities

- After reading script, discuss props building and gathering needs with MCT Scenic Designer
- Prepare a plot for Props Running Chair that indicates all props in the production
- Coordinate with Props Running Chair about any props that will need on-going maintenance (“cooking” food, refilling liquor bottles, replacing fresh flowers etc)
- Coordinate with Props Running Chair and Stage Manager about access to and storage of any weapons and firearms used in a production
- Welcome newcomers, introduce them to MCT staff and volunteers, and orient them to where supplies, furnishings, and equipment are stored; also show volunteers where personal items can be safely left, and where to sign in/out each time they work
- Contact individuals for assistance with shopping, craft-making, and storage facility explorations
- Assist MCT Scenic Designer with planning and scheduling special projects, including cleaning and organizing on-site and off-site MCT Props Storage
- Maintain records of volunteers with special skills and interests (china painting, sewing, scrapbooking, simple construction and wiring ability, etc) and provide information regularly to Volunteer Director—information should be included in Chair Binder/Thumbdrive

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ) Backstage ( **X** ) **Build** ( ) Audience Services

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Position **PROPS BUILDING and GATHERING CREW**

*Function: to gather and/or create items needed to enhance MCT productions.*

Supervisor Props Building and Gathering Chair/MCT Scenic Designer

### Qualifications

- Minimal physical activity or strength requirements
- Suitable for individuals with limited mobility or access to transportation
- Willing to get dusty or dirty while searching for and making props
- Prior knowledge not required, but willingness to learn is assumed

Beneficial but not required

- Available for shopping and pricing excursions

### Time required

- ( **X** ) Before opening ( ) During run ( ) Post show/follow up
- Varies by specific show based on how many and what types of props are needed
  - Work Calls (for producing large quantities of same prop items) are usually Tuesday and Thursday evenings and Saturday mornings beginning 4-6 weeks prior to major shows—Work Calls are usually 2-3 hours long
  - Most Props Building and Gathering Crew assignments are done independently or in pairs outside of regularly-scheduled Work Calls

### Activities

- Experimenting with craft supplies, paint, fabric, recycled materials ... almost anything ... to create realistic and functional prop items
- Seek out existing items in on-site and off-site MCT prop storage locations
- Shopping on-line and/or at local businesses to locate items to be purchased
- Arranging to borrow or rent items from individuals and/or businesses
- Assist Props Building and Gathering Chair with acquisition and return of rented or borrowed items and restocking of items from MCT props inventory
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Props Building and Gathering Chair at end of each show—volunteer hours are very important for MCT grant requests--OR you may record your hours in the designated location whenever you are participating in on-site Work Calls

### Dress code

- Neat, clean, but not dressy when contacting outside sources
- Durable work clothes when exploring Props Storage, MCT Warehouse and other dusty areas
- For safety, contain long hair with barrette, band, braids etc whenever in storage areas or around equipment
- No tank tops, bare midriffs, flip flops, heels or loose/flowing sleeves or pant legs



**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    ☒ **PB Chair**                    ☐ Backstage                    ☐ Build                    ☐ Audience Services

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**Position**                    **PROPS RUNNING CHAIR**

*Function: to recruit, schedule, and train Props Runners to assure smooth-running performances for all MCT shows.*

**Chair supervises**                    Props Running Crew

**Chair supervisor**                    MCT Scenic Designer/Volunteer Director

**Qualifications**

- Willing to contact prospective volunteers and follow up by phone, email, and personal contacts
- Willing to recruit and schedule Props Runners for all performances including CoPros
- Have email capability at home or office (for all Production Board communications)
- Available to meet with key MCT staff to discuss special and on-going props needs
- Organized and tidy
- Prior knowledge not required, but willingness to learn is assumed

**Time required**

- ☒ Before opening                    ☒ During run                    ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Varies by specific show based on how many and what types of props are needed
  - Notify Volunteer Director of all Props Running crews prior to *Prompter* deadline—usually three weeks before first performance
  - Attend all Tech Week rehearsals
  - Willing to work as Props Running Crew when crew fails to show up
  - Attend Strike and direct Props Running Crew with cleanup and storage of prop items

**Required activities**

- Contact individuals to invite them to work as Props Runners
- Follow-up contacts frequently; thank those who work, re-invite those who don't
- After reading script, meet with MCT Scenic Designer for props running needs and potential problems with specific props items
- Prepare a plot for Props Running Crew that indicates all props and where they should be placed at all times
- Schedule and train Props Crew during Tech Week so they are familiar with all props, not just those at their assigned work stations
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grants
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

**CONT. ON REVERSE**

## ***PROPS RUNNING CHAIR cont***

### Suggested activities

- Welcome newcomers, introduce them to MCT staff and volunteers, and orient them to where prepared props are placed, and where props and/or ingredients that must be prepared nightly can be stored and assembled; also show volunteers where personal items can be safely left, and where to sign in/out each time they work
- Coordinate with Props Building and Gathering Chair about any props that will need on-going maintenance (“cooking” food, refilling liquor bottles, replacing fresh flowers etc)
- Coordinate with Props Building and Gathering Chair about any rented or borrowed props that will need to be placed in a designated location at the close of the show
- Coordinate with Props Building and Gathering Chair and Stage Manager about access to and storage of any weapons and firearms used in a production
- Maintain records of volunteers with special skills and interests (really enjoys preparing food, good with temperamental switches, etc) and provide information regularly to Volunteer Director—this information should be included in Chair Binder/Thumbdrive

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

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Position **PROPS RUNNING CREW**

*Function: to supply props exactly when and where they are needed to assure that all MCT performances are smooth-running and efficient.*

Supervisor Props Running Chair/Stage Manager  
***At Show Time the Stage Manager rules!***

Qualifications

- Organized, TIDY, self-disciplined, and responsible
- Alert to performance timing and unexpected changes
- Willing to carry out instructions from Props Running Chair or Assistant Stage Managers
- Always aware of where actors, sets, and other backstage crews are moving from/to
- Be polite and professional to Props Running Crew members, other backstage crews, and actors

Time required

- ( ) Before opening ( ☒ ) During run ( ) Post show/follow up
- May be requested by Props Running Chair to attend a Run Thru approximately 1 ½ weeks before show opens if props are complicated, timing is extremely critical, etc
  - Attend all Tech rehearsals beginning on Saturday afternoon or Sunday prior to Tech Week and all rehearsals during the following week
  - Arrive 1 hour before Curtain for all performances you are scheduled to work; *stay after performance ends OR until dismissed* by Stage Manager or Assistant Stage Managers
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike following last performance

Activities

- Sign in/out at designated location for every performance—volunteer hours are important for MCT grant requests
- Meet with Props Running Chair during Tech Week to discuss specific props concerns
- Follow instructions prepared by Props Running Chair for Props Running Crew that lists all props and where they should be placed at all times
- Report any broken or damaged props and any props that need replacing (food, wilted flowers etc) to Props Running Chair before leaving theatre
- *It is the Crew person's responsibility to find a replacement* if unable to work any performance he/she is scheduled to work! Call others on the Props Running Crew to fill in. Notify Props Running Chair prior to Actors Call of any changes made.

Dress code

- Solid BLACK shirt, pants, comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety around equipment, sets and props, contain long hair with barrette, band, braids
- *"Techies" wear black—it's a theatre tradition!*



# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

---

Position **PROPS RUNNING CREW**

*Function: to supply props exactly when and where they are needed to assure that all MCT performances are smooth-running and efficient.*

Supervisor Props Running Chair/Stage Manager  
***At Show Time the Stage Manager rules!***

Qualifications

- Organized, TIDY, self-disciplined, and responsible
- Alert to performance timing and unexpected changes
- Willing to carry out instructions from Props Running Chair or Assistant Stage Managers
- Always aware of where actors, sets, and other backstage crews are moving from/to
- Be polite and professional to Props Running Crew members, other backstage crews, and actors

Time required

- ( ) Before opening ( ☒ ) During run ( ) Post show/follow up
- May be requested by Props Running Chair to attend a Run Thru approximately 1 ½ weeks before show opens if props are complicated, timing is extremely critical, etc
  - Attend all Tech rehearsals beginning on Saturday afternoon or Sunday prior to Tech Week and all rehearsals during the following week
  - Arrive 1 hour before Curtain for all performances you are scheduled to work; *stay after performance ends OR until dismissed* by Stage Manager or Assistant Stage Managers
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike following last performance

Activities

- Sign in/out at designated location for every performance—volunteer hours are important for MCT grant requests
- Meet with Props Running Chair during Tech Week to discuss specific props concerns
- Follow instructions prepared by Props Running Chair for Props Running Crew that lists all props and where they should be placed at all times
- Report any broken or damaged props and any props that need replacing (food, wilted flowers etc) to Props Running Chair before leaving theatre
- *It is the Crew person's responsibility to find a replacement* if unable to work any performance he/she is scheduled to work! Call others on the Props Running Crew to fill in. Notify Props Running Chair prior to Actors Call of any changes made.

Dress code

- Solid BLACK shirt, pants, comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety around equipment, sets and props, contain long hair with barrette, band, braids
- *"Techies" wear black—it's a theatre tradition!*



# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( X ) PB Chair ( ) Backstage ( ) Build ( ) Audience Services

---

Position **SET CONSTRUCTION CHAIR**

*Function: to recruit and schedule Set Construction Crews to build sets for MCT shows.*

Supervisor MCT Technical Director/Scenic Designer

### Qualifications

- Willing to contact prospective volunteers; follow up by phone, email, and personal contacts
- Willing to recruit and schedule experienced and novice crews for Work Calls
- Available to meet with key MCT staff to discuss special and on-going construction projects
- Have email capability at home or office (for all Production Board communications)
- Prior knowledge not required, but willingness to learn is assumed

### Beneficial but not required

- Familiar with carpentry, set construction procedures, and power equipment
- Able to read blueprints and interpret technical drawings
- Familiar with and willing to follow OSHA safety guidelines in addition to all MCT safety guidelines and policies

### Time required

- ( X ) Before opening ( ) During run ( X ) Post show/follow up
- Attend all scheduled Production Board meetings
  - Planning and scheduling vary by specific show based on how much construction is needed
  - Notify Volunteer Director of all Set Construction volunteers prior to *Prompter* deadline—usually three weeks before first performance.
  - Attend some or all Tech Week rehearsals if requested by MCT Scenic Designer
  - Attend/visit all Work Calls

### Required activities

- Meet with MCT Scenic Designer for design concept, specific set storage, construction needs
- Contact individuals to invite them to Work Calls
- Follow-up contacts frequently; thank ones who came to Work Calls, re-invite those who didn't
- Recruit regular daytime volunteers to work with MCT staff
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

### Suggested activities

- Welcome newcomers, introduce them to MCT staff and volunteers, show them where supplies and equipment are stored, where personal items can be safely left, and where to sign in/out each time they work
- Accept an assignment(s) related to construction of sets and scenery, and work within the outlined concept and schedules
- Train volunteers in proper use and care of power equipment and hand tools, and be sure volunteers are familiar with all safety rules and regulations
- Assist staff with planning and scheduling special projects

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ) Backstage ( **X** ) **Build** ( ) Audience Services

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Position **SET CONSTRUCTION CREW**

*Function: to assist MCT staff with construction of sets for MCT shows.*

Supervisor Set Construction Chair/MCT Technical Director/MCT Scenic Designer

### Qualifications

- Minimum age is 18 to work without parent or guardian on premises or to use any power tools
- Minimum age is 16 to work in Construction Shop, even with parent or guardian present
- Able to climb a ladder, bend over, lean forward and squat down
- Sufficient strength and manual dexterity to use hand and/or machine tools safely
- Willing to follow OSHA safety guidelines in addition to all MCT safety guidelines and policies
- Prior knowledge not required, but willingness to learn is assumed

### Time required

- ( **X** ) Before opening ( ) During run ( ) Post show/follow up
- Varies by specific show based on amount of construction
  - Work Calls are usually Tuesday and Thursday evenings and Saturday mornings beginning 4-6 weeks prior to major shows—Work Calls are usually 2-3 hours long
  - Daytime, evening and weekend hours available

### Activities

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- Attend scheduled Work Calls
- Notify MCT Scenic Designer or Technical Director immediately of any missing or damaged supplies or equipment, instruction notices, safety goggles etc
- Follow directions exactly for equipment operation and maintenance!
- Be alert at all times to where other people are standing/working!
- Keep work area neat, clean and organized
- Put away equipment and supplies as soon as finished

### Dress code

- Durable work clothes that you don't mind getting dirty or torn
- Comfortable, supportive shoes
- No tank tops, bare midriffs, flip flops, heels or loose/flowing sleeves or pant legs
- For safety, contain long hair with barrette, band, braids etc



# MIDLAND COMMUNITY THEATRE

## Production Board

Area:    ☒ PB Chair                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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### Position                      **SOUND CHAIR**

*Function: to recruit and provide Sound Operators for all sound equipment to assure smooth-running performances for all MCT shows.*

Chair supervises                      Sound Operators

Chair supervisor                      MCT Lights and Sound Designer/Volunteer Director

### Qualifications

- Willing to contact prospective volunteers and follow up by phone, email and personal contacts
- Willing to recruit and schedule Sound Operators for every show and all performances including Co-Pros
- Have email capability at home or office (for all Production Board communications)
- Available to meet with key MCT staff to discuss sound needs for upcoming shows
- Prior knowledge not required, but willingness to learn is assumed

### Beneficial but not required

- Familiarity with sound instruments and operations boards
- Able to climb some stairs and hear spoken instructions

### Time required

- ☒ Before opening                      ☒ During run                      ☒ Post show/follow up
- Attend all scheduled Production Board meetings
  - Planning and scheduling vary by show—usually largest number of Operators needed for opening musical (Feb-March) and holiday show (Nov-Dec)
  - Notify Volunteer Director of all Sound Operators prior to *Prompter* deadline—usually three weeks prior to first performance
  - Attend Dry Tech on Saturday morning and ALL Tech Week rehearsals
  - Work Sound Ops at last minute if scheduled operator fails to show up

### Required activities

- Meet with MCT Lights and Sound Designer for specific sound needs
- Contact individuals to invite them to work sound equipment
- Follow-up contacts frequently; thank those who worked and re-invite those who did not
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

### Suggested activities

- Welcome newcomers, introduce them to MCT staff and volunteers, show them where equipment is stored, where personal items can be safely left, and where to sign in/out for each performance
- Train newcomers to follow sound cues and operate equipment properly
- Assist MCT Lights and Sound Designer with planning and scheduling special projects, including cleaning, organizing and inventory on-site and off-site MCT Sound Equipment

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

---

Position **SOUND ENGINEER**

*Function: to monitor and operate wireless mics for MCT productions. MCT strives to achieve the highest quality of sound in each of our live performances and this requires a dedicated sound technician.*

Supervisor Sound Chair/Stage Manager

***At Show Time, the Stage Manager rules!***

Qualifications

- Must be able to climb a few stairs to Light and Sound Booths
- Must be able to hear well and accurately judge sound quality and make adjustments
- Must have patience, stamina, and good concentration
- Must be familiar with sound equipment used at MCT for amplifying actor voices
- Must be familiar with techniques for modifying and correcting malfunctioning individual sound equipment and/or problems with actor voices
- **Experience required**—skill level determines complexity and performance space of show; ***ongoing training available***

Time required

- ( ☒ ) Before opening ( ☒ ) During run ( ☒ ) Post show/follow up
- Must be dedicated to entire run of a show
  - Attend rehearsals one week prior to Tech
  - Attend Dry Tech on Saturday morning and all Tech Week rehearsals
  - Arrive 90-minutes before performance begins for all performances you are scheduled to work; *stay after performance ends* until dismissed by Stage Manager or Assistant Stage Managers
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike

Required Activities

- Attend rehearsals to learn the show and be attuned to the required cues for each scene, including where special sound effects may be used.
- Meet with Director and Stage Manager regarding sound support needs
- Meet with MCT Sound Designer to discuss equipment, specific actor equipment, and trouble-shooting
- Prepare a notated script with all sound cues, special sound effects, and important information
- Complete PRE-SHOW CHECKLIST when arriving
- Prepare wireless mics for actors and conduct Sound Check
- During the show execute Cues as required by notated script – adjusting levels, etc. as necessary – *working in tandem with Stage Manager, but not necessarily on headset*
- Retrieve mics from actors and remove batteries
- Report any broken or damaged equipment to Sound Chair or Stage Manager before leaving theatre

Dress code

- ***“Techies” wear black—it’s a theatre tradition!***

10/12/2017

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

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### Position **SOUNDBOARD OPERATORS**

*Function: to operate soundboard as instructed to assure a smooth-running performance for all MCT shows.*

Supervisor Sound Chair/Stage Manager  
***At Show Time, the Stage Manager rules!***

### Qualifications

- Must be able to climb a few stairs to Light and Sound Booth
- Must be able to hear and follow directions given through headsets
- **Experience required**—skill level determines complexity and performance space of show; ***ongoing training available***

### Time required

- ( ☒ ) Before opening ( ☒ ) During run ( ☒ ) Post show/follow up
- May sign up for one or more performances
  - Attend Dry Tech on Saturday morning prior to and all Tech Week rehearsals
  - Arrive 1 hour before performance begins for all performances you are scheduled to work; *stay after performance ends* until dismissed by Stage Manager or Assistant Stage Managers
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike

### Activities

- Sign in/out at designated location for every performance—volunteer hours are important for MCT grant requests
- Complete PRE-SHOW CHECKLIST when arriving
- Follow instructions from Stage Manager via headsets
- Make NO changes to sound design or board settings
- Remain in Light and Sound Booth until after each Act is complete
- Leave soundboard on until performance is complete and audience has exited, then shut down according to procedure
- Report any broken or damaged equipment to Sound Chair or Stage Manager before leaving theatre
- *It is the Soundboard Operator's responsibility to find a replacement* if unable to work any performance he/she is scheduled to work! Call other Soundboard Operators on list to fill in. Notify Sound Chair or Stage Manager prior to Actors Call (1 hour before performance) of any changes made.

### Dress code

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels, or loose/flowing sleeves or pant legs)
- For safety around equipment, contain long hair with barrette, band, braids etc
- ***"Techies" wear black—it's a theatre tradition!***

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( X ) PB Chair ( ) Backstage ( ) Build ( ) Audience Services

---

Position **STAGE CREW CHAIR**

*Function: to recruit and schedule Stage Crews to move stage sets so all MCT performances are smooth-running and safe.*

Supervisor MCT Scenic Designer/Volunteer Director

Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, and personal contacts
- Willing to recruit and schedule experienced and novice set shift crews
- Available to meet with key MCT staff to discuss shift moving and storage for upcoming shows
- Have email capability at home or office (for all Production Board communications)
- Prior knowledge not required, but willingness to learn is assumed

Beneficial but not required

- Familiar with set construction techniques, mobility devices, and balance issues
- Familiar with and willing to follow OSHA safety guidelines in addition to all MCT safety guidelines and policies

Time required

( X ) Before opening ( X ) During run ( X ) Post show/follow up

- Attend all scheduled Production Board meetings
- Planning and scheduling vary by specific show based on how many set pieces, how often sets are moved/assembled, and where sets will be stored when not on stage
- Notify Volunteer Director of all Set Shift Crews prior to *Prompter* deadline—usually three weeks before first performance.
- Attend some or all Tech Week rehearsals if requested by MCT Scenic Designer
- Prepare Shift Plots during Tech Week
- Willing to work Set Shift Crew if crew members fail to show up

Required activities

- Meet with MCT Scenic Designer for specific set shifting and storage needs
- Contact individuals to invite them to work on set shift crews
- Follow-up contacts frequently; thank those who worked and re-invite those who did not
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

Suggested activities

- Welcome newcomers, introduce them to MCT staff and volunteers, show them where supplies and equipment are stored, where personal items can be safely left, and where to sign in/out each time they work
- Maintain records of volunteers with special skills and interests (curtain pulling, etc) and provide information regularly to Volunteer Director—this information should be included in your Chair Binder/Thumbdrive

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

---

### Position **STAGE CREW**

*Function: to supply sets exactly when and where they are needed to assure that MCT performances are smooth-running and safe.*

Supervisor Stage Crew Chair/Stage Manager  
***At Show Time the Stage Manager rules!***

### Qualifications

- Able to push with arms and shoulders, bend over, and lean forward
- Good sense of balance and eye-hand coordination
- Sufficient strength and manual dexterity to use hand and/or machine tools safely
- Willing to follow OSHA safety guidelines and all MCT safety guidelines and policies
- Prior knowledge not required, but willingness to learn is assumed

### Time required

- ( ) Before opening ( ☒ ) During run ( ) Post show/follow up
- May sign up for one or more performances during show run
  - Attend all Tech rehearsals beginning on Saturday afternoon or Sunday prior to Tech Week and all rehearsals during the following week
  - Arrive 1 hour before Curtain; after performance, stay until all sets are returned to their proper locations and ready for the next scheduled performance
  - Performances occur primarily on weekend evenings and Sunday afternoons; occasionally performances are weekday evenings or Saturday afternoons
  - Attend Strike following last performance

### Activities

- Sign in/out at designated location each time you work—volunteer hours are important for MCT grant requests
- Meet with Set Shift Chair during Tech Week to discuss specific set changes
- Follow directions exactly for all set changes
- Be alert at all times to where other people are standing/working!
- Report any broken or damaged set pieces to Stage Crew Chair or Stage Manager
- Follow work schedule exactly as indicated on show calendar, and keep contact information for Stage Crew Chair and Crew members current
- *It is the Crew person's responsibility to find a replacement if unable to work any performance he/she is scheduled to work! Call others on the Crew list to fill in. Notify Stage Crew Chair and/or Stage Manager prior to Actor's Call of any changes made.*

### Dress code

- Solid BLACK shirt, pants, and comfortable, supportive shoes (no tank tops, bare midriffs, flip flops, heels or loose/flowing sleeves or pant legs)
- For safety, contain long hair with barrette, band, braids etc
- *"Techies" wear black—it's a theatre tradition!*

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ☒ ) Backstage ( ) Build ( ) Audience Services

---

Position **ASSISTANT STAGE MANAGER**

*Function: to support and assist the Stage Manager in rehearsal and performance, and to coordinate all aspects of each performance so MCT audiences are guaranteed a smooth-running and enjoyable event.*

Supervisor Stage Manager

***At Show Time the Stage Manager rules!***

Qualifications

- Have email capability at home or office (for all Stage Manager, Cast/Crew communications)
- Able to climb stairs and catwalks safely, and sit for 1 hour or more at a time

Time required

- ( ☒ ) Before opening ( ☒ ) During run ( ☒ ) Post show/follow up
- Willing to commit 3 months to a single play, including pre-rehearsal preparation, show run, and follow up
  - Planning and scheduling vary by show—most complex shows usually (but not always) include opening and closing musicals at MCT and large show(s) at Yucca

Required activities

Prior to opening

- Read play
- Attend rehearsals as scheduled with the Stage Manager
- *At the request of the Stage Manager,*
  - hold script and assist Cast with learning lines and line notations
  - prepare rehearsal space by setting up all props, furniture and set units needed for that rehearsal,

During show run

- Announce calls - 30 min., 15 min., 10 min., 5 min., and Places, please.
- Prior to Curtain, verify set(s) in place, props pre-set, light and sound check complete. After Curtain Call, verify that all is shut down and/or struck.
- Maintain order during performances, minimize head-set chatter, restrict non-production personnel from booth and backstage, and prohibit tricks or jokes of any kind during performances.
- Assure safety of cast and crew--complete nightly inspection of performance, dressing, and set storage areas, be aware of traffic patterns, trip hazards, f/x safety, and actor comfort.
- Provide information to Hammy Awards Committee and/or Volunteer Director about events that occur before, during, and after show
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests.

Dress code

*"Techies" wear black—it's a theatre tradition!*

10/12/2017

*Midland Community Theatre*  
**Volunteer Activity Description**

<b>Area</b>	( X )	Production Board
	( )	Backstage
	( )	Build
	( )	Audience Services

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Position      **STAGE MANAGER CHAIR**

*Function: to identify individuals with appropriate theatre experiences who will be able to organize and manage each specific MCT show*

Supervisor      Volunteer Director/MCT Executive Director/Guest Director

Qualifications

- Personal Stage Manager experience on shows in each MCT performing venue
- Broad experience in all areas of theatre production
- Available to meet with key MCT staff to discuss special needs and skills for each upcoming MCT show
- Good judge of an individual's character, self-discipline, experience and knowledge
- Willing to contact prospective Stage Manager candidates and followup by phone, mail, and personal contact
- Have email capability at home or office (for all Production Board communications)

Time required

( ) Before opening      ( ) During run      ( ) Post show/follow up

*Ongoing scheduling and announcement of Stage Managers*

- Prompt rescheduling if a Stage Manager change is needed
- Notify Volunteer Director of Stage Manager and all Assistant Stage Managers prior to *Prompter* deadline—usually three weeks prior to first performance
- Attend all Production Board meetings based on an annual calendar that allows significant advance notice

Required activities

- Meet with MCT Production Manager to identify possible SM candidates
- Recommend to MCT Production Manager specific SMs for each MCT show
- On-going recruitment for future stage managers
- Coordination of training for stage managers to systematically increase their experience and knowledge, enabling them to be assigned to more complex shows
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Notify Volunteer Director of life events of cast and crew (weddings, family illness/death, etc)

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ) PB Chair ( ) Backstage ( **X** ) **Build** ( ) Audience Services

---

Position **STAGE MANAGER**

*Function: to support and assist the Show Director in the planning and rehearsal stages, and to coordinate all aspects of each performance so MCT audiences are guaranteed a smooth-running and enjoyable event.*

Supervisor MCT Executive Director/Guest Director/MCT Production Manager  
***At Show Time the Stage Manager rules!***

Qualifications

- Have email capability at home or office (for all Production Board and Show Cast/Crew communications)
- Able to climb stairs and catwalks safely, and sit for 1 hour or more at a time
- Available to meet with key MCT staff to discuss all aspects of production
- ***Experience required***—experience determines complexity and performance space of show

Time required

- ( **X** ) Before opening ( **X** ) During run ( **X** ) Post show/follow up
- Willing to commit 3-5 months to a single play, including pre-rehearsal preparation, show run, and follow up
  - Attend all Production Board meetings that include show-specific information
  - Attend all Artistic Staff meetings that include show-specific information
  - Planning and scheduling vary by show—most complex shows usually (but not always) include opening and closing musicals at MCT and large show(s) at Yucca

Required activities

Prior to opening

- Read play and prepare **Prompt Script** including cue sheets, plots, check lists, diagrams, actor instructions, notes about props, costume quick changes, and anything else needed for running show from opening night to final curtain and strike. *This is the Show Bible.*
- Post all rehearsal calls according to director's schedule.
- SM (or ASM) attend all rehearsals, hold script and note all business, blocking, re-writes, deletions, cues, etc....; ***all information must be kept up-to-date and very legible!***
- Prior to first rehearsal, mark out complete ground plan(s) with Set Designer and make arrangements for needed rehearsal items, including furniture, props, costumes, weaponry, set units, etc.
- Prior to actor arrival at all rehearsals, prepare rehearsal space by setting up all props, furniture and set units needed for that rehearsal.
- Maintain order at all rehearsals.
- Get copy of Plots for areas listed below and check frequently for changes or notes
  - Props--list and placement,
  - Sound--effects, music and cue placement,
  - Lights--special f/x and cues,
  - Sets-storage, crew needs and cues,
  - Costumes--costume/props, special requirements, and quick-changes.



## STAGE MANAGER *cont*

- Report on rehearsal activity or show needs using a Rehearsal Report and distribute to the Artistic Staff via email, posting, or phone call.
- Assign an ASM to work with Kid Wranglers (if required).
- Obtain completed bio sheets and ticket request forms from actors.
- Notify actors of costume fittings, photo calls, co-pro performances, pick-up rehearsals, and cast pictures.

### During show run

- ***After final dress rehearsal, Stage Manager is in complete charge for the run of the show.***
- Post sign-in sheet on Callboard and call cast/crew not signed in at 15 minutes past Call.
- Announce Calls - 30 min., 15 min., 10 min., 5 min., and Places, please.
- Prior to Curtain, verify set(s) in place, props pre-set, light and sound check complete. After Curtain Call, verify that all is shut down and/or struck.
- Assure building security--lock all doors and turn out lights after every rehearsal and performance.
- Assure safety of cast and crew--complete nightly inspection of performance, dressing, and set storage areas, be aware of traffic patterns, trip hazards, f/x safety, and actor comfort.
- Report any repairs or supplies needed via texts to MCT Staff, as well as include on Performance Report.
- Post cast and crew party information on callboard.
- Arrange for show t-shirt and show blocks, take and place order, and collect and deposit money.
- Coordinate with Box Office on opening the House and any timing adjustments due to weather or technical difficulties.
- Complete Performance Reports and submit to MCT Production Manager after each performance.
- Provide information to Hammy Awards Committee and/or Volunteer Director about events that occur before, during, and after show
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests.

### Dress code

*“Techies” wear black—it’s a theatre tradition! HOWEVER . . . Stage Managers may also choose to present a more formal and commanding appearance. While fun hats or shirts are fun . . . Stage Managers are the epitome of the theatre professional.*

# MIDLAND COMMUNITY THEATRE

## Production Board

Area:   ☒ PB Chair                      ☐ Backstage                      ☐ Build                      ☐ Audience Services

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Position                      **TALENT CHAIR**

*Function: to recruit auditioners who have necessary, unusual, or specific skills needed for roles previously identified by Directors or Casting Committees.*

Supervisor                      Volunteer Director/MCT Executive Director/Guest Director

Qualifications

- Willing to contact prospective auditioners by phone, email, Facebook or other methods used by MCT
- Have email capability at home or office (for all Production Board communications)
- Available to meet with key MCT directors and staff to discuss special acting, singing, and/or dancing needs
- Familiarity with MCT volunteer database software
- Good and accurate computer skills

Time required

- ☒ Before opening                      ☐ During run                      ☐ Post show/follow up
- Attend all scheduled Production Board meetings
  - Time requirements vary by specific show based on what special skills are needed in the cast
  - Make all phone/email contacts prior to the Thursday before Sunday auditions
  - Give call list to Volunteer Director on/before Friday afternoon
  - In emergency, make additional contacts on Monday morning

Required activities

- Read script—then discuss specific skills needed with MCT Executive Director/Guest Director
- Contact new people as well as previous auditioners and actors to invite them to auditions
- Follow up contacts frequently; thank those who auditioned and re-invite those who did not
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and prospective auditioners, and tips for success in your area

Suggested activities

- Welcome newcomers, introduce them to MCT staff, other volunteers and actors at auditions; also show auditioners where personal items can be safely left
- Attend some or all scheduled auditions
- Maintain records of volunteers with special skills and interests (card shark, can ride unicycle, ventriloquist, etc) and provide information regularly to Volunteer Director—this information should be included in your Chair Binder/Thumbdrive

# MIDLAND COMMUNITY THEATRE

## Production Board

Area: ( ☒ ) PB Chair ( ☐ ) Backstage ( ☐ ) Build ( ☐ ) Audience Services

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Position **USHER CHAIR**

*Function: to coordinate and support the work of the Ushers.*

Supervises Ushers

Supervisor MCT Performance Services Manager/Volunteer Director

Qualifications

- Willing to contact prospective volunteers and follow up by phone, email, and personal contact
- Have email capability at home or office (for all Production Board communications)
- Be welcoming, friendly, and courteous

Time required

- ( ☒ ) Before opening ( ☐ ) During run ( ☒ ) Post show/follow up
- Attend all scheduled Production Board meetings
  - Varies by specific show and event
  - Some ushers needed for *non-MCT* special events and receptions
  - Notify Volunteer Director of all Ushers prior to *Prompter* deadline—usually three weeks before first performance
  - Willing to usher if scheduled crew fails to show up

Activities

Scheduling and training

- Email or call volunteers as soon as performance schedule or special event request is available
- Schedule Ushers for regular performances AND any Co-Pros and/or special receptions
- Welcome and train newcomers in MCT policies, introduce them to MCT staff and volunteers, and orient them to where additional programs are stored
- Explain what each person does and assign tasks to each crew member: *Usher, Ticket Taker, and Program Provider*
- Show volunteers where personal items can be safely left, and where to sign in/out each time
- Coordinate with Symphony Belle Representative when and how many Belles will be working so usher needs are met accurately

Record keeping

- Provide accurate and current records
- Record all SELF volunteer hours (home, MCT buildings, elsewhere) and submit list to Volunteer Director monthly/quarterly—VERY IMPORTANT for MCT grant requests
- Maintain Chair Binder or Thumbdrive with contact lists, information about current and potential volunteers, and tips for success in your area

**MIDLAND COMMUNITY THEATRE**  
**Production Board**

**Area:**    (    )    PB Chair                    (    )    Backstage                    (    )    Build                    ( **X** )    **Audience Services**

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**Position**            **USHER**    (for most performances)  
*Function: to provide friendly, efficient, and safe seating to patrons before performances and to assist Box Office Staff by taking tickets and directing patrons to their seats*

**Supervisor**                    MCT Performance Services Manager/Usher Chair

**Qualifications**

- Able to stand or sit at ticket podium OR able to direct patrons to seats within theatres (requires standing, walking, and possibly some stairs)
- Greet patrons with smile

**Time required**

(    ) Before opening                    ( **X** ) During run                    (    ) Post show/follow up

- Arrive one hour prior to performance and check in with Box Office Manager **or** House Manager for specific ticket podium location
- Stay at podium until 15 minutes after performance begins

**Activities**

- Sign in and out at Box Office and get Usher badge from drawer
- Follow INSTRUCTIONS for USHERS
- Be familiar with posted Emergency Safety Procedures

**Other duties**

Ushers may be asked to work in the lobby Boutique or in Concessions during Intermission

**Dress code**            ***Dressy***—no jeans, flip flops etc!