

# Play Service Opportunities

# Box Office

**8 Team Members (2 for each performance)**

**Level C Task**

Work in the Box Office for either a 2pm matinee or 5:30 evening performance by selling tickets and answering questions.

Open Box Office 30 minutes prior to showtime.

# Catering

**8-16 Catering Team Members - Level C Task**

Make and deliver one meal for the staff/volunteers working on-site for the play (approximately 20 people). Then pick up the left-overs/dishes when the meal is over and clean-up the kitchen after the all-day staff/volunteers have eaten.

# Costumes

**7 Costume Seamstresses -Level B or C Task**

These individuals are *proficient sewers*. They work on the sewing kits at home during the summer and fall or on work days (two 3 to 6-hour days) set up by the Lead Sewer.

**1 Costume Secretary -Level C Task**

Work with Team Leader to prepare the documents needed by the Creative Designer, Fitters, and Wardrobe Team.

**1 Costume Resale Shopper - Level B or C Task**

Work according to their own schedule to locate costumes needed for the play. This person should love to bargain shop and have an eye for fabric. Information and deadline will come from the Costume Designer.

**2 Costume Typists -Level C Task**

This position requires a laptop and occurs at Greenhouse after the fitters are finished in February. Primary task is to work closely with the Co-Team Leader entering data into the Wardrobe Form for every costume in the play.

Costumes

**4 Costume Ironers -Level C Task**

The week before the play, bring an iron and ironing board or a steamer to Greenhouse and prepare the costumes for transport. Times and day for this task are flexible. We estimate this is a two-hour job.

**5 Costume Laundresses -Estimated Level C Task**

*Costumes must be picked up at Greenhouse, after the last performance at 5pm.* This work will be completed at home and times for this completing assignment are flexible. We estimate 4 hours of laundry.

**2 Summer Inventory Team Members (for June 2019) Level A Task**

Evaluate the costume inventory determining exactly how many costumes are needed. Label costumes, make a sewing list, and communicate with the Costume Team Leaders.

# Wardrobe

## **1 Wardrobe Room Manager** - Level A Task

Prepare the Wardrobe Room the Sunday evening or Monday morning of play week under direction of the Costume Team Leaders. Verify that all wardrobe team members are in place for rehearsals and performances. Be present each day or assign a Team Leader to be in charge. Work closely with the Costume Team to ensure costumes are correctly worn and train the team members.

## **8 Wardrobe Helpers** (2 for each Core Day cast)

Work one dress rehearsal morning through early afternoon to assist the cast getting into their costumes. You must return to fold costumes after the evening performance. Boy's room volunteers **must be** male students or adult females.

# Hair & Make-Up

## **24 Team Members** (6 for each Core Day cast) Level B Task

Work one dress rehearsal morning through early afternoon to assist the cast with their makeup (training is provided).

You will also clean up and set the room for the next day.

## **4 Room Monitors** Level B Task

Work one dress rehearsal morning through early afternoon to assist the makeup team by standing at the door to the Hair & Makeup room with a list of students and check each one in as they arrive.

ONLY student receiving hair or makeup treatments are allowed in the room. It is the monitor's job to implement this policy and kindly ask any other students to move on to their proper location.

# House Management

## **8 Team Members** (2 for each performance) Level C Task

Arrive 30 minutes before the 2:00 or 5:30 performance to monitor the sanctuary door.

Twenty minutes before performance time open the doors, hand out programs, collect tickets, and assist guests to their assigned seat.

About 15 minutes into the show, count the number of people in attendance.

After the show, pick up any garbage, programs, etc. in the sanctuary and lobby area and give the tickets and headcount to the Producer.

# Painting

## **5 Team Members** Level B Task

Work on painting the set on the designated set painting workdays (after school or on Saturdays). Workdays are usually broken into two 3-hour shifts (morning and afternoon). They work two 3 to 6-hour days.

# Restoration of the House

### **21 Team Members Level C Task**

Arrive at Greenhouse each day to wipe down bathrooms, take out garbage and vacuum if necessary per the Team Leader's instructions.

### **12 Final Restoration Team Members Level C Task**

After the last performance (Friday at 7pm) report to the Team Leader for instructions then complete the cleaning tasks assigned.

## Set Assembly

### **14 Set-up Assistants -Level B Task**

On the Sunday of play week, assemble the set and backdrop as assigned by the Lead. Hardware, tools, and climbing on ladders up are necessary.

## Set Builders

### **8 Set Building Team Members Level B Task**

Work usually begins in December. Set Building Work Days will be set by the Team Leader. Volunteers sign up for which days they can work on building the set. Each team member can expect two 3 to 6-hour days of work.

## Set Strike

### **11 Set Strike Team Members Level C Task**

Tear down the set as directed Friday at 7pm. Tools and climbing on ladders are required.

## Shepherds

### **16 Shepherds (4 for each Core day cast)**

Lead/monitor an assigned group of Greenhouse students through their day at Greenhouse. This requires a commitment from 8:30am-7:00pm.

The Shepherd will be prepared for downtime between scheduled scenes on stage and will have ideas and any necessary supplies for keeping the students occupied in quiet activities.

## Photographer

### **4 Photographer Level C Task**

Attend either the matinee or evening performances to photograph the empty set and the performance for the purpose of updating the Greenhouse archive.

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Level A tasks – Team Lead positions, 10 + hours

Level B tasks – 5+ hours

Level C tasks – 2-3 hours