

## **VOLUNTEER JOB DUTIES/REQUIREMENTS**

### **Program Ad Sales:**

The Nutcracker has approximately 3000 attendees over the 3 performances.

- Explain to advertisers how specific types of advertising will help promote their products or services in the most effective way possible.
- Maintain past advertisers while developing new advertisers.
- Process all correspondence and paperwork related to accounts.
- Deliver advertising to printer for approval.
- Collect payments due.
- Inform advertisers of available options for artwork.

### **Costumes:**

- Arrange costumes in order of use to facilitate quick-change procedures for performances.
- Care for non-clothing items such as costume accessories.
- Clean and press costumes before and after performances, and perform any minor repairs.
- Examine costume fit on cast members, and assist with alterations.
- Provide assistance to cast members in wearing costumes and with costume changes during dress rehearsals and performances.

### **Holiday Parade:**

- Friday prior to Parade ~ Organize costumes, decorate float.
- Saturday (first Saturday of December) morning ~ Help with Parade.

Nutcracker dancers are expected to conduct themselves in a professional manner and respect the volunteers and costumes in this event. Please note that casting is limited to this event and cannot conflict with any rehearsal schedule. Parade cast will be posted on the bulletin board.

- No food around costumes.
- No drinking or eating in costume.
- No sitting in costumes.
- No laying costumes on the floor or ground.
- Inventory and organize costumes to and from The Studio.
- Pass out flyers during the parade.
- Volunteers are asked to purchase and wear SCBT branded attire.

**Flower Sales:**

Work with the Flower Chair on the following:

- Maintain adequate fill of bouquets in lobby.
- Develop and print Nutcracker Grams with “To: From:” and “special notes.”
- Develop and print price lists.
- Attach Nutcracker Grams to specified arrangements.
- Arrange a delivery person by room.
- Operate the cashier point of sale system for customers.
- Maintain flower area cleanliness and order.
- Requires ability to work fast and friendly during busy sales periods.

**Ushers and Bell Ringer:**

- Provide the primary level of guest assistance in the seating area.
- Help guests locate their assigned seats and report any ticketing problems to a supervisor.
- Provide guests with directions or other venue information.
- Provide any level of guest handicapped assistance necessary.
- Act upon all comments/complaints in a prompt and friendly manner.

**Boutique Set-Up:**

Wednesday, December 18 - Friday, December 20

- Help make our boutique sparkle. Set up and price boutique per Chair requirements.

**Boutique Sales:**

Boutique sales are usually the first point of the SCBT ticket holders contact when they enter the Civic. The volunteer must have a friendly and inviting demeanor. The sales volunteer must be courteous, tactful and patient. Likewise, the sales associate must be knowledgeable of the boutique merchandise and prices.

Work with Boutique Chair on the following:

- Maintain adequate fill of boutique items in lobby.
- Consolidate items as merchandise sells out.
- Operate the cashier point of sale system for customers.
- Maintain boutique area cleanliness and order.
- Requires ability to work fast and friendly during busy sales periods.

### **Boutique and Lobby Decoration Wrap-Up:**

Sunday, December 22, after last performance ~ 3:00 pm

- Break down tables.
- Help box up Nutcrackers and other merchandise and put away the sparkle for next year.

### **Lobby Decorations:**

- Assist the Lobby Merchandiser with all aspects of visual lobby presentation.
- Work with Civic staff to ensure compliance to required standards and all policies and procedures.
- Coordinate all decorations and efforts surrounding special promotions.
- Work with Lobby Merchandiser with the standards set by the SCBT Board and Artistic Directors.
- Maintain an inventory of decorations for the following year.

### **Kitchen Help:**

- Serve and prepare healthy snacks, light meals and beverages for dancers, volunteers, Artistic Directors, staff and SCBT Orchestra.
- Set up and breakdown kitchen.
- Keep area clean and organized.
- Reach out to past and future food vendors for possible donations—this is an essential piece to this volunteer position.

### **Security:**

This is the most important volunteer position. Security is assigned to protect the dancers.

- The security position is filled 30 minutes prior to the house opening and 30 minutes after closing.
- Responsible for the security of all backstage areas.
- Monitor the curtains for authorized personnel and volunteers ONLY. Absolutely No One else is allowed. If a parent is not scheduled to volunteer, they are not allowed backstage.\*
- You must have the ability to positively but directly be able to communicate that no one is allowed backstage.

\*Please note that parents are allowed backstage prior to performances and dress rehearsals, to help their dancer with makeup or any other needs. They must vacate at Half Hour Call (which is 30 minutes prior to Dress Rehearsal or Performance) if they are not a volunteer for that rehearsal/performance.

## **Dressers:**

- **Little Girls' Dresser and Chaperones:**

This is usually little girls (Little Party Girls, Ginger Snaps and Pages).

- Assist in the little girls' dressing room by helping them get dressed, helping with their assigned costumes, escorting them to the ladies room and entertaining them while they wait to perform.
- One dresser in each shift (ideally one with prior experience) will be responsible for final checks of hair/makeup/costumes prior to cue time.

- **Girls' Dresser and Chaperones:**

This is older girls and Junior Company.

- Assist in the girls' room by helping them get dressed, helping with their assigned costumes, accessories and hair changes.

- **Boys Dresser and Chaperones:**

This is the boys.

- Assist in the boys' dressing room by helping them get dressed, helping with their assigned costumes, and entertaining them.

- **Ladies' Dresser:**

Help dress Party Scene ladies and Mother Ginger.

- Help ladies get dressed into their beautiful Victorian dresses that are difficult to put on.
- Help ladies get undressed and carefully hang up dresses and accessories.
- Help dress Mother Ginger during intermission.
- Help Mother Ginger get undressed and hang costume for next performance.

## **All Dressers need to enforce the following:**

- No food in the dressing rooms.
- No food around costumes.
- No drinking or eating in costume.
- No sitting in costumes.
- Queue dancers in the hallway when told to by the cue person.
- Please keep the dancers quiet, especially around the kitchen area.
- Dancers should not be allowed to graze throughout the rehearsals and performances.
- No photos in the hallways during rehearsals or performances.

- Photos are permitted in the dressing rooms. Please be mindful of costume changes.
- The Dressers should definitely not let anyone around anything that can harm the costumes: lipstick is a good example.
- Little girls need help putting lipstick on. No crayons, felt tip markers, glitter, colored drinks, etc. anywhere near costumes.

### **FOR ALL DRESSERS:**

The last dresser in the room each evening should check that all costumes and accessories are organized and put away for the next day. Make sure all trash is in the proper receptacle and that left items are placed in the Lost and Found.

### **Load Out of Studio:**

Tuesday, December 17 ~ evening

- Help Terry and Shelby load trucks with costumes, props and furniture to go to the Civic Auditorium. This goes quickly with many people.

### **Load In to Civic Auditorium:**

Thursday, December 19 ~ 10:00 am

- Help Diane, Terry and Shelby unload costumes, props and furniture into the backstage rooms at the Civic Auditorium.
- Set up the rooms with chairs and tables.

### **Load Out of Civic Auditorium:**

Sunday, December 22, after last performance ~ 3:00 pm

- Help Diane, Terry and Shelby load costumes, props and furniture back into the trucks to go back to the studio. This goes quickly with many people.

### **Organize for Next Year at The Studio:**

Monday, December 30 ~ evening

- Help Diane put away all the props and costumes at the Studio. Volunteers are really needed for this task: many hands make light work!

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Once you have received your job assignments, you will be held responsible for knowing the time and place to perform your job(s). No one will come get you. If you have any questions about this, please contact our Volunteer Coordinator.