

Lakeland Theatre – Littleton, North Carolina Volunteer Description of Duties

• **PRODUCTION POSITIONS**

ACTOR: Open auditions are held for each production at Lakeland for interested volunteers to try out for plays. Previous acting experience is not required. Actors must attend all rehearsals and performances. Lakeland does not use understudies.

ASSISTANT DIRECTOR (AD): Serves as assistant to the director, holds production meetings and fills in for any missing crew person during the run of the show. The AD should have previous experience volunteering with Lakeland, preferably as stage manager.

DIRECTOR: Responsible for setting audition and rehearsal dates. Selecting the cast and leading those cast members through the rehearsal process. Directors must have previous experience at Lakeland as an Assistant Director.

STAGE MANAGER (SM): Selects the crewmembers and supervises the cast & crew during rehearsals and performances. Calls the light and sound cues from either the booth or backstage, keeps in touch with the assistant stage managers back stage. The SM is expected to attend all rehearsals and must be present for every show. The SM has many other responsibilities, including telling actors when to come to rehearsals and performances, giving line cues for rehearsals off book and being present at brush-up rehearsals. Stage Manager must have previous experience as Assistant Stage Manager at Lakeland.

ASSISTANT STAGE MANAGER (ASM): One or two ASMs are used for each show. The ASM is the stage manager's assistant, and does everything the stage manager does to a lesser degree. When the stage manager calls the show from backstage right the ASM follows their direction on back stage left. When the stage manager calls the show from the booth, there is an ASM on both stage right and left.

LIGHTING DESIGN: Works with the director to create the proper lighting effects for the show. Design work is usually done before the beginning of dress rehearsal week or (H Week). This person hangs and focuses the lights. Training from an experienced designer is recommended before designing lights on your own. Request to work as assistant to the light designer on a Lakeland show.

LIGHTING TECHNICIAN: Works in the light booth during the last two weeks of rehearsals and at each performance to execute the lighting cues at the stage manager's signal. Previous experience is not necessary, but the person must be trained on our lighting system

SOUND DESIGNER: Works with the director to create any sound effects and music that will be used during the show. This usually includes recording music and sound effects from sound libraries.

SOUND TECHNICIAN: Works in the booth during the last two weeks of rehearsals and at each performance to insert sound cues at the stage manager's signal. Previous experience is not necessary, but the person must be trained on our sound system

PROPERTIES (PROPS): Works with the director and stage manager in deciding which props will be used. This may involve pulling props from our storage and/or locating props elsewhere. The props chair is also responsible for assisting the stage manager in gathering a stage crew to work backstage during performances.

STAGE CREW: Duties as assigned by the stage manager. May include: moving set pieces on and off stage, organizing, presetting and putting away props. Must be present during the last two weeks of rehearsals and at each performance. This is an ideal position for getting to know the theater and how its backstage operations work.

COSTUME DESIGN: Works with the director to select costumes for the show, which may involve pulling costumes from our storage, buying clothes from stores and secondhand shops, altering clothes and sewing costumes from scratch. Sewing skills are vital, and it helps to be able to organize seamstresses to sew to your requirements. Costume designers also work with the director to accessorize actors with shoes, hats, jewelry, etc.

WARDROBE CHAIR: Works with the costume designer and the director to organize all costumes through the run of the show. This may involve presetting costumes in back stage areas and assisting actors with quick changes. The wardrobe chair also makes sure all costumes are in good repair, clean and pressed. Simple sewing skills are needed to sew buttons or repair rips. The wardrobe chair is responsible for selecting a crew to assist as needed.

WARDROBE CREW: Works with the wardrobe chair to organize and prepare wardrobe during the show. The crew assists the chair in any way needed, including helping actors with quick changes, organizing costumes between shows and helping to launder or repair costumes. No previous backstage experience is necessary.

SET CONSTRUCTION: Any number of volunteers is needed to help build sets under the direction of the set designer. People can be used during the day and evening to work in the Lakeland set shop. Carpentry skills are helpful but not necessary, work is done under the direction of the director or artistic director.

SET DESIGNER: Works with the director in designing the set. Directs the set crew in set construction.

HOUSE MANAGER: Oversees the lobby and all patron areas during performances, and is available for audience emergencies. Is responsible for staffing ushers and concession volunteers before the show and at intermission. Enforces the no smoking rule in the lobby, rest rooms and auditorium

CONCESSIONS/BARTENDER: Works before the show and during intermission in the lounge. Must be 21 years old or older as beer and wine is sold.

USHER: The house manager for each performance coordinates a crew of 3 to 6 ushers. Ushers come to the theater one hour before the show and pass out programs and show people to their seats. No previous experience is necessary.

BOX OFFICE/WILL CALL: works in the box office or will call window. Must be at the theater one hour before the show. Must be a friendly, people person.

• ADMINISTRATIVE POSITIONS

Board Member: Oversees the operation of the Lakeland Arts Center. The BOD monitors the operations and the financial well-being of the theater.

Publicity: Prepares and distributes Press Releases, assists with the production and distribution of advertising Posters and Playbills.

Fundraising: Coordinates fundraising activities such as Art Auctions, yard sales, and special theater events. Coordinates the solicitation of funds from grants from public, private, and governmental sources.

Program: Coordinates the annual preparation and printing of the Lakeland Arts Center Program. Solicits advertisers for the program, assists with the formatting, editing and updating of information contained in the program.

Office: Assists with general office duties when needed. Duties include – filling in for the Managing Administrative Director during her absence, answering telephone requests for information, taking telephone and walk-in reservation requests, greeting visitors, copying materials on a copying machine and performing general office functions.

• MAINTENANCE POSITIONS

Landscape: Plans, coordinates, and oversees the general aesthetic landscaping to beautify the theater grounds.

Theater Improvement: General theater construction requirements, electrical work, plumbing, painting (interior and exterior), drywall repair, equipment maintenance.