

BYE BYE BIRDIE 2019

Volunteer Positions with Job Descriptions

Bedford Theater Company's

8-22-19

All families whose children are cast in the play must volunteer their time/talent for one or two of the following jobs. Jobs are listed under Group A or Group B . . . If you sign up to help with a Group A job, your volunteer commitment is fulfilled. If you prefer less of a leadership role, you need to sign up for 2 jobs from Group B. (We will contact you with specifics about dates and times. Parent Producers will be available throughout the process to support your work by sharing their experience over the past two years.)

FYI – Students will not be cast in the show without your commitment, so take a look at the list of jobs and navigate to www.signupgenius.com
To find out specific Sign Up, search using our email address: bedfordtheatercompany@gmail.com

GROUP A VOLUNTEER JOBS - CHOOSE 1

X = job is filled

X **PARENT PRODUCERS** **JOB FILLED** *Rachel Cohen, Jim McCourt, Ingi Soliman*
Responsible for overseeing the progress made by many of the committees. If a committee needs assistance along the way, the Parent Producers will help resolve any issues.

 7th GRADE PARENT PRODUCER-IN TRAINING **2 people** Support the work of our three experienced 8th grade parents and learn the ropes for next year.

 FINANCE COORDINATOR **1 person**
Responsible for keeping track of incoming production money (costume fees, sponsorships, advertisements, etc) and delivering to school for deposit.

X **On-line TICKET COORDINATOR** **JOB FILLED – Julie Podziba**
Good for a parent who wants to work from home. Works with our ticket vendor, Brown Paper Tickets, to set up our online ticket selling.

 TICKET SALES Coordinator – at the door - 1 person Organizes volunteers who sell ticket during the 4 performances.

 CONCESSIONS Coordinators **2 people**
Concession Coordinators purchase supplies/food for the weekend performances and organizer volunteers who work concessions at the shows.

JOB FILLED – JANUARY STEWART

X **PHOTOGRAPHY** - For publicity shots during rehearsals and during performances

PUBLICITY - Lawn Signs & Posters 1 Coordinator who organizes

Organizes a one-day event in which a group of parents and kids distribute lawn signs and posters throughout Westport. The group is also responsible for removal of lawn signs.

 PUBLICITY - Westport Schools and PTAs 1 person

Responsible for getting the word out to all Westport students about the upcoming show using PTA newsletters

FILLED – RACHEL COHEN

X **PUBLICITY - Newspapers/On-line News outlets/Social Media**

Contacts local newspapers and online news outlets with dates, times and pictures of our production. Encourages use of social media to spread the word.

 Personal Ads for cast & crew for our PLAYBILL - 1 person

Solicits congratulatory ads for the actors & tech crew from parents, friends, and relatives. Collect fees and coordinate "ads" with the program designer.

 Fundraising - Ad Sales Local Business & Bedford Community 6 people

Solicits advertising \$ from local businesses. We have Jim McCourt heading this committee and he has had lots of success over the past two years.

 WEBSITE MANAGER - 1 Person Updates information on our website as needed.

 GRAPHIC DESIGNER - 1 Person

Create logo for online outlets, advertising, playbill, apparel, etc.

 PLAYBILL- Designer 1 Person

Design and produce the show's playbill. Familiarity with any computer publishing program useful but solid skills with Microsoft Word will work as well.

 CAST PARTY & Pre-Matinee Saturday Sweet Shop promotion Planners 8 people

Plan, set up, supervise and clean up the cast party for the actors and tech crew. This is a pizza party held in the BMS cafeteria right after the final performance. Same volunteers will decorate and supervise a 50's Sweet Shop event before the Matinee on Saturday, November 23rd. Details to follow and lots of help from our 3 Parent Producers.

 MAKE-UP/HAIR Designers/Organizers 8 people

The make-up and hair committee discusses their ideas with the director, purchases items needed, and trains other volunteers to assist during dress rehearsals and before the performances.

GROUP B VOLUNTEER JOBS CHOOSE 2

_____ **MAKE UP AND HAIR HELPERS 8** Help actors with make up and hair during performances and/or dress rehearsals. All volunteers will be trained and guided by the planning committee

_____ **PROPS Committee 6 people**
This job involves finding the many small items that will be used as props in the show. Most of the things we will need can be bought or borrowed, or found in our prop room. Good job for friends to do together.

_____ **Backstage Room Monitors - Moms 5 people** Need to have 1 or 2 moms to be in the girls dressing room during performances and/dress rehearsals.

_____ **Backstage Room Monitors - Dads 5 people** Need to have 1 or 2 dads to be in the girls dressing room during performances and/dress rehearsals.

_____ **Body Microphone Application Crew 6 people** Help kids put on and take off their body mics during performances and dress rehearsals. Do not need experience . . . you will be trained and supported by others who have done the job before.

_____ **Cast Dinner between shows 2 people** Cast eats a pre ordered meal between matinee and evening performances . . . need to parents to supervise.

_____ **Take Down Set after Last Performance 12 people** Comfort with power tools and strength help with this job. Takes place during kids' Cast Party

_____ **In-School Ticket Sales 4 people**
Small group of volunteers who will sell tickets in the cafeteria (daily) during the week before opening night.

_____ **TICKET SALES Volunteer 3 people** Work selling tickets at the door for one or more performances.

_____ **PUBLICITY - Lawn Signs & Posters 10 volunteers**
Large group of parents and kids who will distribute lawn signs and posters throughout Westport. Also is responsible for removal of lawn signs.

_____ **Apparel Production & Distribution Coordinators 2 people**
Organize orders for cast and crew t-shirts and hooded sweats; work with our graphic designer and the printer on the choice of colors and organize delivery to students.

_____ **CONSESSIONS WORKERS 8 people**
Sell concession items during one or more of the performances

_____ **COSTUME Assistants 6 people**
Does not necessarily entail sewing. However, if you can sew, please let us know, as there are always small sewing jobs. We have three professional costume people working on the show . . . helpers can support their work in a variety of ways: organizing, ironing, sewing, helping kids, etc. Some work needed before the performance weekend . . other needed during the performances and dress rehearsals.

