

# VOLUNTEER JOB DESCRIPTIONS

2019-2020 Season



Hi Grove City!

Do you love theatre? Yeah, so do we. The Guthrie is committed to serving this community by creating and bringing beautiful music, stories, and entertainment to our stage. But we can't do it alone. That's why we're looking for a team of committed and hardworking volunteers to make our live theatre season a success! Check out these job descriptions for details on ways you can get involved at The Guthrie this season.

If any of these opportunities strike your fancy, please fill out a volunteer application and submit it at our box office or via email to [amanda@veritasarts.org](mailto:amanda@veritasarts.org). Some of our positions require a full-season commitment, while others are available on a show-by-show basis. All volunteers will receive one (1) complimentary ticket for each show at which they work.

For the most up-to-date show dates and season details, visit [www.theguthrie.org/live-events](http://www.theguthrie.org/live-events). If you have any questions about these volunteer opportunities, please get in touch!

Available Volunteer Positions:

- Usher, Greeter, and Ticket Taker
- Load In/Load Out Crew for Touring Concerts
- Stage Crew for Community Theatre Productions
- Lightboard Operator
- Soundboard Operator
- Costume, Props, and Set Crew for Community Theatre Productions.

Looking forward to making theatre magic with you!

Amanda Rumbaugh, Theatre Director  
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## **Usher, Greeter, Ticket Taker (2-4 people per season).**

This volunteer will assist Guthrie patrons to their seats and prepare and distribute printed materials such as programs. This position requires a polite individual with solid customer service ability. Each person is to be treated with dignity and respect.

### Essential Functions & Responsibilities:

- Welcome patrons and assist them with any questions regarding seating, policies, etc.
- Understand and implement The Guthrie's policies and procedures.
- Actively assist patrons in times of emergency.
- Ability to stand for long periods of time (up to 5 hours) and climb stairs repeatedly.
- Ability to stoop, kneel, crouch, crawl, reach, handle, and feel.
- Ability to move throughout theatre environment and building, and continuously perform essential functions for an extended period of time.
- Ability to read event ticket at an 11-point font with the aid of a flashlight.
- Arrive 90 minutes prior to the performance time and remain 45 minutes following the performance.

Commitment: Minimum of one season, up to two events per month.

## **Load In/Load Out Crew (6-8 people per season).**

This crew is an essential part of our concert season, as we bring in outside artists and bands. This volunteer will assist with loading and unloading artist gear from the truck before and after the show, help to set-up artist equipment, sound, lights, backline, etc. *Previous experience with musical and audio equipment preferred, but not required.*

### Essential Functions & Responsibilities:

- Before each concert: Assist touring artists and managers carry gear (instruments, sound equipment, etc.) into the theater the morning of each concert. (This shift typically lasts 2-3 hours.)
- After each concert: Assist touring artists to tear down and load their gear back into their truck or trailer. (This shift typically lasts 2 hours).
- Ability to lift at least 50 pounds.
- Basic knowledge of audio equipment, cables, and instruments.
- Ability to understand, follow, and carry out instructions as part of a team.
- Availability for multiple hours on show days (typically Friday or Saturday).

Commitment: Minimum of one season, up to two events per month.

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## **Stage Crew for Community Theatre Productions (4-8 volunteers per production).**

These volunteers perform the “backstage magic” during our theatre productions. They will be responsible to handle props and scene changes backstage during the run of each show, as well as assisting actors with quick costume and mic changes. They may also be asked to run a spotlight or perform some other technical task. They must be available during the full run of each show (3 productions over one weekend). Stage crew is invited (but not required) to join the cast and production crew for the cast party after the closing show. *Previous backstage experience preferred, but not required.*

### Essential Tasks and Responsibilities:

- Moving and lifting set pieces and props of up to 50 pounds.
- Following all stage manager instructions efficiently and silently during the run of each production.
- Creative problem-solving, in the case of unexpected issues backstage (broken or missing items, actor mistakes, etc)
- Availability for technical rehearsals a full week before each production, and multiple hours the day of each show. (\*\*up to two Saturday morning rehearsals (9am-12pm) leading up to show week, and nightly rehearsals from 6-9pm the week of the show. Call times for each show night will be approx. 4pm-10pm.\*\*)
- Participation in “set strike” after the last show, as we tear down the set and return all props and costumes to their proper places.
- Love for theatre, Patience with setbacks, and commitment to making the show succeed.

Commitment: Minimum of one production, for all necessary rehearsals and show days, as determined by the director and stage manager.

\*\*These are estimates. All rehearsal times and call times are subject to change, based on venue availability and needs of each production.\*\*

## **Lighting and Sound Board Operators (2 people per show).**

We are seeking one lightboard operator and one soundboard operator to join the Guthrie this season. These volunteers would perform all live sound and lighting operation during our live shows (all community theatre productions and some concerts). Following cues from the stage manager, they will run all sound and lighting effects during the shows, as well as perform basic channel checks and tests before each show. They must be available for all technical rehearsals and shows during the full run of each production. Stage crew is invited (but not required) to join

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the cast and production crew for the cast party after the closing show. *Some lighting/sound experience required; Previous board operation experience strongly preferred.*

### Essential Tasks and Responsibilities:

- Implementing all lighting/sound cues during the run of each production.
- Performing channel checks and basic maintenance (bulb-changing, software troubleshooting, etc) on the light/sound consoles prior to each show.
- Ability to understand and follow instructions efficiently and silently.
- Availability for technical rehearsals a full week before each production, and multiple hours the day of each show. (\*\*up to two Saturday morning rehearsals (9am-12pm) leading up to show week, and nightly rehearsals from 6-9pm the week of the show. Call times for each show night will be approx. 4pm-10pm.\*\*)
- Love for theatre, patience with setbacks, and commitment to making the show succeed.

Commitment: Minimum of one production, for all necessary rehearsals and show days, as determined by the director and stage manager.

\*\*These are estimates. All rehearsal times and call times are subject to change, based on venue availability and needs of each production.\*\*

### **Costume, Props, and Set Crew (3-5 per show)**

These crewmembers are the ones who make our shows look good. They will work with the director to find and create all the necessary costumes, furniture, and props for our show, as well as paint the larger set pieces. Depending on the show, this work might involve sewing or painting, or it might just mean scouring the local thrift stores and borrowing from our neighbors. But either way, this crew dresses our stage and actors for success. *Painting, technical theatre, or sewing experience preferred, but not required.*

### Essential Tasks and Responsibilities

- Working with the stage manager to determine the necessary props and costumes for the show, as determined by the director's vision.
- Availability (in person or via email or phone) throughout the show's rehearsal season (8 weeks prior to the show), and 2-4 rehearsals throughout that time.
- Taking initiative to locate great stuff on a small budget.
- Creative problem-solving when an item can't be found or a design doesn't work.
- Love for theatre, patience with setbacks, and commitment to making the show succeed.

Commitment: Minimum of one production, for all necessary meetings and rehearsals, as determined by the director and stage manager.