

Foothill Variety Show volunteer Job Descriptions

MC Coordinators-

Coordinate and supervise MC's at rehearsals and performances

Must attend all rehearsals and Performances (3 days 2-3 hours each day)

- 1.
- 2.

Stage Hand Coordinators

Support stage hands with back stage responsibilities

Must attend all rehearsals and performances (3 days, 2-3 hrs each day)

- 1.
- 2.

Audition (act preview) Supervisors –Help collect paperwork and double check for music turn ins and permission forms- one day only April 1 from 12:45 to 3:00

- 1.
- 2.

Rehearsal and Performance Supervisors- Help keep the show moving along, find acts to get in order to go on stage – this can be shared, just helpful the supervisors watches the rehearsal and helps with the performance. (3 days)

- 1.
- 2.
- 3.
- 4.

Performance BackStage Helpers—Ensure performers are in “order of go”; supervise acts, assist in getting acts onto stage, keep back stage quiet, must be present at performances, and dress rehearsals. Should help with Rehearsals too, (3 days)

- 1.
- 2.
- 3.
- 4.

Set Design/Decorations Committee—Create theme-based decoration concepts, prepare and set up decorations one day prior to the day time performance, take down decorations. If we keep with the theme, make music notes from construction paper, have the performers sign the notes, then place notes all around MP room.

- 1.
- 2.
- 3.

- 4.
- 5.
- 6.
- 7.

Audio Visual Helpers

Master Sound Track –Edit music and create master CD (10 hours)

- 1.

Back Stage Audio –Work audio equipment during all rehearsals and performances (3 days)

- 1.
- 2.

Lighting- work lighting equipment during all rehearsals and performances (3 days)

- 1.
- 2.

Concessions: Sell food, flowers, etc, money to go to PTSA

- 1.
- 2.
- 3.
- 4.

Communications:

Program –Create and make copies (about 2- 5 hours)

- 1.

Video –contact vendor arrange for order forms, etc (5 hours)

- 1.

Set-Up and Clean up (1 day; 2 to 4 hours)

- 1.
- 2.

Chairperson: Christina Cagliostro