



Volunteer Positions at Village Theatre

Assistant Stage Manager - The ASM has a twofold responsibility. During the rehearsal period, the ASM operates as the Stage Manager's assistant helping set up and strike rehearsal furniture, taking down Line Notes, etc. as per the SM's instructions. Often the ASM doubles as the Script Assistant.

During Technical and Dress Rehearsals, and performances, the ASM is responsible for the smooth and efficient running of the backstage area.

Costumes – There are many jobs in the costume area – from designing, sourcing out pieces, sewing and maintaining the costumes during the show. Heaven forbid we have a wardrobe malfunction!

House Manager - The House Manager is in charge of the hall on production nights. This includes making sure the chairs are setup, if a concession stand is operating then they are in charge, getting ushers, making sure programmes are available and working with the Stage Manager to coordinate the timing of the House.

Lighting and Sound – work with the sound and lighting designers and the producer and Stage Manager to execute the cues.

Producer - The producer's job is to find, motivate and oversee people to do all the jobs other than directing and acting in the play, and to make sure that the whole production runs smoothly. The producer is first and foremost a good communicator and organizer, capable of working well with different teams of people and giving them the tools and information they need to do their jobs

Props - Responsible for finding and organizing the props used in the play. During the production the props person will often be back stage working with the Assistant Stage Manager to make sure the items are in the correct place at the right time.

Script Assistant - As the show is blocked, the stage manager records the blocking in a special script for that purpose. Script Assistant then uses this script to prompt the actors for their lines, once they are going off book. Script Assistant must also be able to prompt actors with stage directions, and record blocking changes in the script.

Stage Manager - Stage management is the practice of organizing and coordinating a theatrical production. It encompasses a variety of activities, including organizing the production and coordinating communications between various personnel (e.g., between director and backstage crew, or actors and production management). A **stage manager** is one who has overall responsibility for stage management and the smooth execution of a production.

Not sure what to help with?

Help is also needed for the **Box Office** at the beginning of each performance, **painting sets, carpentry, concession stand, ushers, makeup...** all sorts of jobs!

We use **designers, graphic draftsmen, model builders, carpenters** and **tinkerers, painters** (flat surfaces & details), **curtain hangers, picture hangers, ceramic builders.**

If you like to hammer nails, saw, paint walls or paint pictures, sew, renovate, or just be part of a vibrant team working to put a set or a costume together, we'd love to have you join us.