

# Magic Happens Here

And YOU can be a part!

Placer Community Theater needs the help of volunteers to help create the magic that you see on stage. Our organization made up of 100% volunteers, most of whom live in the local community.

We are grateful for the exceptional volunteers who share their time, talent, and energy to support Placer Community Theater. As a volunteer, you can ensure that our patrons enjoy outstanding live performances right here in Auburn.

We have many volunteer opportunities throughout the year and would love for you to become involved. You can give as little or as much time as you'd like. Take a look at the jobs below let us know which ones seem like a good fit for you. Thanks for your interest in supporting Placer Community Theater!

## THE PERKS OF VOLUNTEERING WITH PCT

- **Help your community.** By donating your time, you are helping the community experience the best theatre in the area. You're helping to create magical and memorable experiences for our patrons.
- **Create memories.** We are a family who like to work hard together and have a good time together. This is a great place to get involved. Bring your family to meet our family and let's create new memories together.
- **Meet new people.** This is a great place to meet new friends. Every show brings new people to PCT along with old friends. And friendships made in theatre can last a lifetime.

## WANT TO LEARN?

If you ever wanted to be a producer, director, stage manager, or any other job, you can also volunteer as an assistant. This is an opportunity to gain some experience while watching other people do the job. Think of it as an apprentice program. If you're ready to take on the job but you don't have a lot of experience, don't worry. We have people who can help you do the job until you feel comfortable. Even if it's a job like producing or stage managing.

### Performers

**Actors.** Would you like to be on stage, singing, dancing, or acting, look for our audition notices? No experience required but you will need to show us what you can do!

**Musicians.** For musicals, we often need talented and experienced musicians to play in the orchestra pit. We also need piano players who are able to sight read to play for auditions.

### Creative

**Director.** Provide overall vision for a production. Work with actors to create performances. Interpret the script. Coordinate with department heads to ensure the vision for the production is properly communicated. Directors present their vision for their show during a competitive interview process. If you are interested in directing, you will be given more information about what is required.

**Choreographer.** Stage dance numbers. Provide a creative vision for musical sequences. Choreographers are usually selected by a director. However, choreographers may interview during the director interview process. PCT would then match choreographers with directors to develop a creative team.

**Music Director.** Teach music to performers. Arrange for rehearsal and performance music. Arrange and rehearse an orchestra, if used. Music directors are usually selected by a director. However, music directors may interview during the director interview

process. PCT would then match music directors with directors to develop a creative team.

### Design Team

**Scenic Designer.** Design scenery for a production. Working within the technical limitations of the space, create an environment in which the performance can take place. Create plans or other working diagrams that set builders can use to build the sets.

**Lighting Designer.** Design lighting for a production. Create plans or other working diagrams that the lighting crew can use install and focus lighting. Coordinate with suppliers to ensure equipment is available for load-in.

**Costume Designer.** Design costumes for a production. Rent or buy costumes or coordinate with construction crew to build costumes. Prepare any drawings used for construction or sourcing costumes.

### Department Heads

**Producer.** Serves as the business manager for the show. Responsible for managing the budget, handling finances, scheduling, marketing and publicity, and ensuring that the show is on schedule and things are running smoothly. The main function is to handle any problems so the director and creative team can function as well as possible.

**Technical Director.** Supervise the technical elements of the show, including scenery, lighting, and sound. Primarily responsible for building and installing scenery. Coordinate set building days with the cast and crew.

**Stage Manager.** The stage manager attends rehearsals, assisting the director and making things run smoothly. Take notes in the script about set changes, sound and lighting cues, or anything that may be important to running the show. During performances, call cues for lighting, sound, curtains, and scene changes. The Stage Manager and Assistant Stage Manager are responsible for ensuring that the show runs smoothly every night. Once the show moves into the theatre, they are completely in charge.

**Costume Coordinator.** Work with the costume designer to obtain costumes for the show. Coordinate costume fittings and dress parades. Locate costumes or coordinate with individuals making costume pieces.

**Property Master.** Coordinate the properties and furniture for the show. Locate, build, or buy props for a show. Coordinate with suppliers to located items.

## Construction and Building

**Set Construction.** Build sets based on designs provided by the scenic designer.

**Painters.** Paint sets and props to be used in the show. Artistic talent is not usually required but, if you have expertise in this area, we'd like to know.

**Seamstress.** Build costume pieces or repair existing costumes.

## Running Crew

**Lighting Crew.** Responsible for installing, hanging, and focusing lighting for the show. May or may not have performance responsibilities.

**Light Board Operator.** Install lighting for each production. Operates the light board / cue system for the performances.

**Followspot Operator.** Operates the followspot during performances. Primarily for musicals only.

**Sound Board Operator.** Operates the sound board / cue system for rehearsals and performances. May also be responsible for locating sound effects / music for the show. Some shows may require very few sound effects while others, like musicals, require running musical tracks for the show.

**Sound Mixer.** Operates the sound mixer. This is the sound board where actor microphones are set.

**Microphone Dresser.** Assist actors with putting on and taking off their microphones. May be required to make microphone changes during a performance.

**Stage Crew.** Responsible for moving scenery during the show.

**Prop Crew.** During the show, ensure that props are in the right place and moved during scene changes.

**Hair and Makeup Crew.** Assist actors with applying their make up or styling their hair.

**Dresser.** Assist actors with making costume changes during the show. May also be responsible for making minor repairs on costumes during the run.

## Front of House

Front of House. Lots of people are needed as ticket sellers, ticket takers, ushers, concessionaires, servers for each performance.

## Support

**Audition Coordinator.** Assist artistic staff in preparing for auditions. Attend auditions to answer participant questions and help them fill out paperwork. Manage the flow of auditions to ensure that everyone is seen.

**Publicity Coordinator.** Prepare press releases and announcements, contact media outlets to obtain publicity for the show. Arrange cast for promotional opportunities. Work with the social media coordinator to prepare and promote videos, Facebook posts, etc. Coordinate poster blitz and other publicity events.

**Photographer / Videographer.** Take photos and videos of rehearsals and performances for social media and publicity. Interview cast and staff for social media features.

**Program Coordinator.** Prepare the program for the show. Obtain content from department heads, producer, director, cast members, etc. for use in the program. Layout program and coordinate with printing company to ensure enough copies are available for performances.

**Sponsor / Advertiser Coordinator.** Contact local businesses to arrange for ads for the program or for sponsorships. Work with the cast and crew to identify any potential sponsors or advertisers.

**Graphic Artists.** Prepare artwork for production marketing. Coordinate with printing company to have material produced.

**Flyer Day Participants.** Help us promote the show by asking businesses to display posters in their windows. We do this one Saturday morning about a month before the show opens. Afterward, we meet for lunch.

## Board Committees

**Script Committee.** Read and review plays and musicals and make recommendations to the board for upcoming shows.

**Director Selection Committee.** Interview directors, music directors, and choreographers for upcoming shows.

**Scholarship Committee.** Publish information about our scholarship program, review applications, and interview scholarship applicants.

**Gatsby Gala Committee.** Help plan our annual fundraiser. Solicit sponsors and auction items. Recruit volunteers to help with the event.

## Professional Services

We are always in need of ad hoc services from professionals like accountants, attorneys, sales and marketing experts.

## What else?

What do you love to do? What are your strengths? Let us know and PCT will find a way to put you to work!