KACH Theatre Volunteer Role Descriptions

Parent volunteers will be assigned to one of the following Production Team departments, each of which is overseen by a coordinator who maintains communication with the directors and updates them on progress. The coordinator supervises the execution of the department's tasks in collaboration with other volunteers. High schoolers are also welcome to volunteer.

Child/Nursery Care (2): Volunteers will supervise younger children during rehearsal times in the nursery rooms. They will reorganize and disinfect the area as needed at the end of each rehearsal. *Note: Must have two adults present at all times.

Rehearsal Assistants: During rehearsals, volunteers will assist directors by running lines and scenes with students. During shows, they will sit in the front row and prompt actors with lines as needed.

Sets/Props: In coordination with the director, volunteers will develop the visual aspects of the show. Responsibilities include overseeing the creation, locating, and/or purchasing of all sets and props while adhering to the budget. Volunteers will also assist in setting up and striking the stage.

- Painting
- Construction
- Installation
- Set striking after the show
- Transporting sets/props to theater storage after the final production
- Setting up Signup Genius for props
- Placing props before shows

Costumes: Volunteers will work with the directors to design costumes for each character and oversee their purchase or creation. Before making purchases, the coordinator will inventory KACH storage units to utilize existing costumes.

- Sewing
- Thrifting
- Costume fittings/Organizing
- Hair/Makeup Coordination
- Show day: organizing costumes and assisting children with getting ready

Backstage Managers (actors and stage): During tech week and shows, Actors Manager ensures actors are onstage with their correct costume and props in time for their cues. Manages all backstage activities and maintains a detailed entrance and exit cue sheet. Stage Manager manages crew setting up stage with all sets and props, ensures that everything is set for each scene during the show.

Tech: Volunteers will collaborate with directors to incorporate special effects (e.g., lighting, fog machine, sound effects) and operate the sound booth during productions and tech week/dress rehearsals.

- Sound/Special Effects
- Cue caller
- Video Camera Operator
- Soundboard
- Projector Running
- Microphones

Marketing: Volunteers will create and distribute virtual and print advertisements, including programs, t-shirts, social media, and posters. The coordinator will liaise with the Photography team as needed.

- Advertisements
- Ticket sales/check-in for each show
- Photographer (candid shots)
- Photographer (headshots)
- T-shirt design contest
- Program creation
- Fundraisers

Concessions Coordinator: Coordinate donations of snacks and beverages, manage volunteers for sales before/after shows and during intermissions. Coordinate with treasurer for change box and church donations.

- Signup for donations
- Purchasing additional concessions
- Concession sales (show day)
- Money box responsible parties (must have 2 people)

Cast Party and Gifts Coordinator: Oversees volunteers for the cast party and thank-you gifts for facility staff and directors. Responsible for planning the after-show party and the cast party at Life Church Katy.