



SO many ways to volunteer at Rogers City Community Theatre!

Be a part of keeping live theater alive and well in Rogers City! We can find a way to match your interests and abilities with one of the many fun volunteer positions at RCCT. Let us know how you want to help!

Here are a few things you could do...

Clerical Help Assignments may include stuffing envelopes, making phone calls, data entry, filing or other administrative and organizational activities.

Marketing / Public Relations Helps get the word out about all kinds of things! Occasionally the Marketing committee needs help creating or editing copy for print and digital communication. Marketing volunteers might also hang posters, contact media outlets, design brochures, hand out cookies, or establish partnerships with local business. Creative and outside-the-box publicity ideas wanted!

Photographer Takes photos for use in marketing and communications. Just need a camera and a good eye!

Social Media Guru Help RCCT maintain a strong social media presence and use current technology to add value to our community.

Website Designer Help is always appreciated keeping our website attractive and up to date.

Special Events / Community Outreach Helps plan, coordinate, put on and wrap up all kinds of events! Volunteers are needed to organize and provide helping hands for such things as a volunteer dinner, guest housing for a travelling theater troupe, and drama workshops for youth and adults.

Photo Albums Live theater creates memories worth preserving. Volunteer help is needed to compile rehearsal and performance photos into simple albums to keep with RCCT records.

Tech Week Snacks The week before a show opens is full of long, late rehearsals and hardworking cast and crew members. Food is a must to keep everyone happy and working their hardest. We love volunteers who bring us snacks!

House Supervisor Makes sure that patrons do not enter the theatre before the doors are opened. Sees that programs are available at the doors. Informs the cast when the house is being opened. Closes and opens the doors at the start and end of performance and intermission. Seats late-comers. Reminds patrons that intermission is ending.

Usher Is available for a variety of tasks before performances and during intermission. Possible duties: answer patron questions, assist someone to their seat, convey messages between crew members, carry snacks for an audience member, show a patron to a handicapped-accessible seating area, or open a door and lend an arm for support.

Ticket Taker Assemble programs; greet patrons and take their tickets; make sure all audience members are offered a program; count and record attendance; sweep the theater floor after performances.

Audition Assistant Assistance is needed at auditions to greet new arrivals, supervise the paperwork table, make copies, answer questions, and run errands for the director.

Stage Manager Attend rehearsals and become closely acquainted with the play and the actions of the actors. During performances the Stage Manager is in charge backstage, communicating with the technical crew and assisting the actors as needed.

Back Stage Parent During our children's shows we ask a parent to be backstage throughout the show, keeping the noise levels down and assisting wherever needed with costumes and make up. They also make sure our kids stay safely where they should be at all times.

Dresser Helps keep the backstage costume area neat and organized and assists with difficult or fast costume changes during performances. Dressers are most often needed for musicals, but occasionally there is a play that has need for dressers as well.

Stage Crew Helps to set the stage prior to performance and returns scenery and props to storage after the performance. These volunteers also move scenery and manage properties for scene changes during performances.

Performer Each show relies on the performers, all of whom are volunteers. We need people of all ages to audition and share their talents with us. Not everyone will be a star, but those in the chorus or background create the atmosphere and make a show possible. We need actors, dancers and singers. No experience is necessary, just the willingness to attend rehearsals when needed, follow direction, learn your lines and have lots of fun!

Musician We sometimes need people to play for a show, or as part of a show. If you are talented and experienced in playing for the public, let us know and we will let you know if we can use your talent.

Choreographer Volunteer choreographers are needed to plan and teach simple dance steps to children and adult for our annual musical productions. No formal dance training is required; know how to tap, waltz, polka or disco? Show our actors how to shake their tail feathers!

Music Director Have an ear for music? Help is needed working with the performers to prepare group and individual vocal music for children's and adult musicals.

Set Designer Work with the director to design a set that reflects the desired tone of a play while meeting its technical needs. Check theater inventory for supplies and acquire new materials as needed. Lead Set Construction Crew in building the sets in the weeks before a production. Oversee set strike after the last performance.

Set Construction Crew Work at or away from the theater to construct the walls and other set pieces needed for each production. Paint or otherwise decorate set pieces.

Strike Crew Assist with taking the set pieces apart after the last performance of each production.

Lighting Designer Work with the director to make a plan for the lighting effects that will be used in a production. Decide on positioning for lights, gel colors, and special effects. Lead a Lighting Crew to position lights and program the light board to meet the needs of the show.

Light Board Operator Runs the lightboard during tech rehearsals and performances.

Lighting Assistant Helps the Lighting Designer rig (prep, hang, focus, gel) the instruments and lighting inventory.

Spotlight Technician Runs the follow spot during tech rehearsals and performance; requires no fear of heights.

Sound Designer Works with the director to make a plan for the sound effects and music that will be used in a production.

Sound Technician Runs the sound cues, sound and microphone levels during tech rehearsals and performances. May also help create sound effects for a show.

Sound Board Operator Runs the soundboard during tech rehearsals and performances.

Costume Designer Creates a plan for the costumes that will be used in a show. Works with the director to decide what colors, fabrics, and styles will fit the director's vision for the show. Coordinates with Costume Assistants to find or create needed pieces. Ensures that costumes are returned to the costume shop and hung properly after each production.

Costume Assistant Under the Costume Designer's direction, searches for needed costume pieces for loan or purchase; alters current costume pieces or designs and sews new ones to meet the needs of a production.

Costume Shop Assistant Helps maintain costume inventory. Help is needed in any of these areas: organization, laundry, repair, inventory labeling and organization, occasional computer data entry.

Prop Designer Works with the director to create a plan for the hand and stage props needed for a production and the storage space needed to keep them organized backstage. Works with Prop Assistants to find or create needed props. Returns borrowed props to their owners.

Prop Assistant Under the Prop Designer's direction, locates needed props in the theater's prop storage, borrows items to use as props, or purchases or build props to meet the needs of a production.

Assistant Director Attends rehearsals and learns the show intimately. Assists the director in a multitude of ways!

Director Forms the artistic vision for the production. Plans rehearsals, chooses the cast, and works with other volunteers to bring the show's vision to the stage for audiences to enjoy.

Producer Serves as the administrator of a production. Works closely with the director to set goals, coordinate among the show's many volunteer staff members, and keep the production on schedule. People who love organization wanted!





Sure, I'll help!

Name _____

Address _____

Phone _____

Email _____

I might like to try out these areas...

(Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Clerical Help | <input type="checkbox"/> Back Stage Parent . | <input type="checkbox"/> Sound Designer |
| <input type="checkbox"/> Marketing / Public Relations | <input type="checkbox"/> Dresser | <input type="checkbox"/> Sound Technician |
| <input type="checkbox"/> Photographer | <input type="checkbox"/> Stage Crew | <input type="checkbox"/> Sound Board Operator |
| <input type="checkbox"/> Social Media Guru. | <input type="checkbox"/> Performer | <input type="checkbox"/> Costume Designer |
| <input type="checkbox"/> Website Designer | <input type="checkbox"/> Musician | <input type="checkbox"/> Costume Assistant |
| <input type="checkbox"/> Special Events / Community Outreach | <input type="checkbox"/> Choreographer | <input type="checkbox"/> Costume Shop Assistant |
| <input type="checkbox"/> Photo Albums | <input type="checkbox"/> Music Director | <input type="checkbox"/> Prop Designer |
| <input type="checkbox"/> Tech Week Snacks | <input type="checkbox"/> Set Designer | <input type="checkbox"/> Prop Assistant |
| <input type="checkbox"/> House Supervisor | <input type="checkbox"/> Set Construction Crew | <input type="checkbox"/> Assistant Director |
| <input type="checkbox"/> Usher | <input type="checkbox"/> Strike Crew | <input type="checkbox"/> Director |
| <input type="checkbox"/> Ticket Taker | <input type="checkbox"/> Lighting Designer | <input type="checkbox"/> Producer |
| <input type="checkbox"/> Audition Assistant | <input type="checkbox"/> Light Board Operator | <input type="checkbox"/> |
| <input type="checkbox"/> Stage Manager | <input type="checkbox"/> Lighting Assistant | <input type="checkbox"/> |
| | <input type="checkbox"/> Spotlight Technician | <input type="checkbox"/> |

I have these totally amazing skills that you might be able to use: _____

The best day or time to contact me: _____



Rogers City Community Theatre
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