

# **The Cutlass Crew Volunteer JOBS**

## **Publicity Manager**

Writes press releases; plans placement of print publicity, posters and web PR. Arranges for articles/publicity to be written and placed in appropriate print and web publications. Arranges for any video/radio/film publicity. Gets feedback if possible about press and publicity to facilitate PR in the future.

## **Publicity Assistant**

No experience necessary! Under the direction of the Publicity Manager helps with whatever needs to be done.

## **Biography Manager**

The biography manager assigns cast members to biography editors and then collects the biographies by email from the biography editors. The manager double checks that they are in the proper style and that there is a biography for each cast member. The manager nags the editors as necessary to get in all the bios. (May already be spoken for.)

## **Biography Editors**

A biography editor contacts each of the people he/she has been assigned (generally 10-12 people) and nags them as necessary to submit a biography. The editor checks for correct style and submits the bios to the biography manager.

## **Program Ad Sales Manager**

The Program Ad Sales Manager collects the ad forms, copy, and payment from ad sellers. He/she checks the copy as needed, makes sure the payment is correct and collected in a timely fashion, and passes completed ads and checks to Sue. The Ad Sales Manager makes sure that someone contacts all the merchants/individuals who had an ad in last year's program.

## **Program Ad Sales**

People selling program ads contact merchants and individuals who have bought ads in the past to see if they are interested in buying an ad for this year's program. They also contact new merchants and encourage them to buy program ads. They turn in completed ad forms to the Program Ad Sales Manager by the ad sales deadline.

This is a job that we want/need everyone to do, but if you would like to contact several places, sign up for this. We have considered having a restaurant section in the program with suggestions for places in North Cambridge and Davis Square where people could go for lunch before a show or dinner afterwards. This is a great idea and there are dozens of restaurants but someone has to contact them and arrange for the ads!

**House Manager(s)**

Manages the front of the house ticket sales, ushers, lobby decorations, and concession sales. Communicates with the stage manager about house management and intermission. He/she delivers the cash boxes to each concession location, picks someone to be responsible for them during the show and collects them when sales are done after the show. Ideally the house manager would be a non-performing family member who would be available for four shows. If someone were available for all eight shows, that would be fantastic! (The house manager is able to watch the performances.)

**Concessions Steward (pandemic allowing)**

Responsible for buying the food items to be sold at the concession stand. Requires a trip to BJ's (or wherever) to buy a lot of seltzer, soda, candy and sandwiches (for the second Sunday show). We have information from past years and so can make a reasonable guess about quantities. It would be nice if this person also bought pretzels, carrots and grapes for the cast to eat during the performances.

**Concessions Sales/Ushers**

These people work under the direction of the house manager to sell tickets at the door, sell concession items, and act as ushers.

**Iggy's bread pick up**

Pick up bags of donated bread from the Iggy's wholesale store in Cambridge. Pick up can be made on your way to rehearsal each Sunday. (May already be spoken for.)

**Set Construction and Decorating Crew**

Works with the set construction manager to build and paint the sets. Work sessions are on weekday evenings and/or Saturdays. The set is largely built, but there will still be things to finish. Cordless drills or other power tools are helpful (as is experience), but not required. We are happy to work with anyone who wants to help.

**Props Crew**

Works with the props master to make props. Since our company has never mounted this production, all the props will be new (some are done, but not all). Some props may be purchased, but many will need to be created.

**Costume Crew**

Works with the costume designer to create costumes. Work has already begun on this, as there are a lot of period costumes to create for this show! There will be work for people who can use a sewing machine and work from patterns as well as for those who are more comfortable with hand sewing.

**Wardrobe Assistant**

During dress rehearsals and performances, works with the wardrobe manager to help cast members get the correct costume pieces, and makes sure that all costume pieces are returned. **Helps to track down missing things.** We would like this person (or people) to be available for several shows, not just one. It might be a good job for a non-performing family member.

### **Makeup Crew**

Works under the direction of the makeup designer. Following sketches of character design, applies makeup to the cast and manages the makeup supplies. Sets up and cleans up the makeup area. Stores and organizes the makeup as necessary.

### **Stage Crew**

The stage crew is directed by the stage manager. They are responsible for set changes, seeing that props are set up and ready to go, calling performers for their entrances and helping get performers on and off stage in a timely (and quiet) fashion. This job needs people who are cooperative and calm when things go wrong. They need to be good at working with people, both cast members and other crew members. They need to be responsible and able to work independently. They need to be able to deal with longish periods of downtime and still be ready to spring into action when they are needed. (And if you are the right person, it's a lot of fun.)

### **Sets Store and Strike**

As soon as we begin rehearsing at the Peabody School (this year on Sunday, March 8), we will need a crew of people to stay after rehearsal (till about 8pm or so) on Sunday evenings (3/8, 3/15, 3/22, and 3/29 - volunteer for any or all of these dates) to help us put the sets away so that the school can use the stage during the week.

We also need a crew to help strike the sets and lights after the last performance on April 5 (this can go as late as 11 or midnight). If we can get a big crew to strike the set on April 5, when we will sing sea shanties and put away the planks, not walk them, the work will go quickly, and the old salts will not be exhausted!

### **Mic Fitter**

We need one or two people to help cast members get the correct mics and get them bobby-pinned in place and attached to power supplies. This person should be available for all four shows for a given cast. This is a very important job. It is high pressure in bursts and then there are long stretches of downtime (though you need to be available in case there is some unexpected mic disaster). (May already be spoken for.)

### **Lighting Crew**

Works under the direction of the Lighting Designer hanging and focusing lights. Lighting work will mostly be done the weekend before and weekend of run-throughs. There will also be some weekday evening work during those two weeks. Experience is **not** necessary, though if you have experience that would be great.

We need one or two people to run the lightboard during performances. This is a very important job. Previous experience would be wonderful, but if you are interested, it is a job you can learn. It would be great experience for a high school student who is interested in theater. We would like anyone running the lightboard to be available for all four shows for a given cast.