



Year-Long Parent Volunteer Jobs [PVJ]

In essence, Ignite Theatre is a family project-based learning on a grand scale. Our parents are the backbone of our theatre, and our unsung heroes. One parent from each family is expected to put in volunteer hours throughout the year AND during our Theatre Week, as *many hands make light work*. Your involvement is CRUCIAL to the success of our production. The following are descriptions of each Parent Volunteer Job. We will be going over these positions at the parent meeting and you will be asked to pick the top three jobs you would be willing to do.

PROP TEAM

- The head of the Prop Team, Prop Designer, will sit on the Production Team and be responsible to meet monthly with the Executive Producer, Director, Stage Manager and the other Production Team members to give updates on progress.
- Prop Team members will meet as required to discuss props.
- A master list will be drawn up by the Director with all of the props needed for the show, and it will be updated weekly by our Stage Manager, in our Production Notes.
 - The list will be divided up amongst the team members to either find, purchase or create.
- The Props Team will provide props for students to practice with throughout the year.
- The Props Team is responsible for ensuring props are picked up from rental sites, thrift stores, antique stores, homes, etc. (coordinate with the transportation committee)
- Items must be stored until showtime and transported to the theatre for the beginning of Theatre Week - this year, many can be stored onsite behind the gray curtain in the gym.
- An itemized list of procured props, which are updated regularly, will be kept by the head of the Props Team re which props came from which place/person so they can be returned easily at the end of the show.
- The Props Team is responsible for ensuring rented/borrowed props are returned to the appropriate places at the end of the show (coordinate with the Transportation Team).

SET TEAM

- The head of the Set Team, Set Designers, will sit on the Production Team and will meet

monthly with the Executive Producer, Director, Stage Manager and the other Production Team members to give updates on progress.

- After the Set Designers have met with the Director to determine the vision for the production and specific physical structures that will need to be created, the Set Designers will oversee the acquiring of supplies, building, renting or borrowing of set pieces for the show.
- The Set Designers will communicate with the Marketing & Hospitality Team to determine which businesses have been solicited as sponsors for the purpose of obtaining free materials, donations or items at a reduced cost. The sponsor will be mentioned in the program.
- Set Team will meet as required to build, paint and finish all set pieces.
- The Set Designers will be responsible for communicating with the theatre regarding any safety issues, policies, etc.
- The Set Team is responsible for assembling/disassembling sets at the theatre as well as any needed touch-ups.

SET TRANSPORTATION & STORAGE MANAGER

- This parent works closely with the Set/Prop Teams and will be responsible to meet with the Set/ Prop Designers to determine the needs for transportation for theatre week (this may require renting or borrowing trucks/trailers, etc.)
- Transportation needs to be arranged for load-in May 20th and striking the set on the evening of May 27th
- This parent will be responsible for coordinating a team of parents/students (from the set/prop teams and any other willing helpers) to pick up large set pieces and props from Mill Lake Church and deliver them to the theatre.
- The team will also be responsible for loading up the sets at the end of the last show and delivering them to where they need to go. This will be coordinated with the Set/Prop Designers and Allana Lemke.

COSTUME TEAM

- The head of the Costume Team, the Costume Designer, will sit on the Production Team and will meet monthly with the Executive Producer, Director, Stage Manager, and other Production Team members to give updates on progress.
- A master list will be drawn up by the Director with all of the props needed for the show, and it will be updated weekly by our Stage Manager, in our Production Notes. The Costume Designer is responsible to periodically confirm with the Director that present items acquired or created fit within the scope of our vision for the production.
- Costume Team will meet as required to discuss costumes, and clean/organize the Costume Closet.
- The Costume Team may be called upon to sew, make alterations, and determine which costumes can be borrowed, rented, or purchased.
- The Costume Team will take the measurements of each student during a rehearsal.
- The Costume Designer, with the Director/Stage Manager, will make a finalized detailed

list of costumes necessary for each character in the show.

- The Costume Team will make sure all costumes are provided by a specific date set by the Director.
- The Costume Team will label all costumes with the students' names.
- The Costume Team will be responsible to transport costumes to the theatre during theatre week, organize them in the appropriate dressing rooms, and assist with any quick costume changes side stage, as needed in the show.
- The Costume Team will be responsible to wash/dry clean costumes after the show and ensure they are returned to the correct people/organizations, or stored neatly in our Costume Closet.

MARKETING AND HOSPITALITY TEAM

- The head of Marketing and Hospitality will sit on the Production Team and will be responsible to meet monthly with the Executive Producer, Director, and the Production Team members to report progress re: marketing, advertising, school shows, fundraising, social media, and hospitality event.
- M & H Team will meet as required.
- Sub-committees will be created to cover each area [advertising, school shows, social media manager, fundraising]
- The M & H Team will be responsible for the following:
 - Contacting and booking schools for the school show (this must be done immediately in September to ensure participation by public schools, private schools and DL schools).
 - Creating and maintaining a list of school contacts for our school shows.
 - Procure sponsors and gift-in-kind donations.
 - Advertising in the community (creating posters, brochures, flyers).
 - Create social media content and engagement on FB/IG, posting often, and uploading candid photos.
 - Booking Pattison West facing Digital Board, Cottonwood Mall E-board, printing 4 small billboards to be placed around the city of Chilliwack [confirming with the city prior to placement].
 - Creating a list of suggested contacts in the community (ie. businesses, churches, sports groups, youth groups, homeschool organizations, etc.) This list will be maintained and updated by the Head of Marketing and Hospitality.
 - Contacting newspapers, radio stations, t.v., online sites, FB/IG groups for free advertising or providing comp ticket packs for draws and giveaways.
 - Coordinating and carrying out fundraising activities throughout the year [Coupon books, Krispy Kreme, Poinsettias, Purdy's Chocolates, Devan Hanging Baskets, Online Silent Auction, etc].
 - Keeping an accurate tally of fundraising monies raised.
 - Brainstorming additional advertising/fundraising ideas.
 - Purchasing flowers to be sold at each performance in the theatre, as a fundraiser.

PHOTOGRAPHER & ASSISTANT

- The Photographer is responsible to set up a Pop-up Studio [outside or within Mill Lake Church] with a high-end camera, lenses, and lighting, as required, during our Wednesday rehearsal timeslot, to capture professional-quality headshots of our Students, Directing and Production Team.
- The Assistant will be available during class time to help our Photographer with capturing the headshots of each student, marshalling small groups of students to Pop-up Studio Location and recording required information.
- The Photographer will submit final edited photos with the correct student names on each image, via a link, to the Graphic Designer and Lobby Display Board Team, by the end of February.

STUDENT BIOS MANAGER

- You will be responsible for collecting bios from each Ignite Theatre student for the Show Program, by the end of February.
- You will create a template for students to complete with their names, ages, role(s), and interesting information about them, for our show program.
- Communicate with Graphic Designer on word count limit and share with students.
- You will submit students' bios to the Graphic Designer creating our Show Program.
- You will ensure the Executive Producer & Director's bios are up-to-date and submit them to the Graphic Designer.

GRAPHIC DESIGNER – POSTERS & PROGRAMS

- Responsible to the Executive Producer for designing the posters for digital/print advertising for our show, digital/print billboards, online advertising, and our Show Program, in conjunction with our Marketing & Hospitality Team Head.
- You will have a prototype of the poster available for presentation to the Production Team by October.
- You will communicate with the Student Bio Manager to receive bios from each student to be included in the Show Program.
- You will communicate with the Photographer to receive headshot photos of students, Directing and Production Teams (USB stick/shared file link).
- You will coordinate with the Executive Producer regarding what to include in the show program, along with appropriately thanking our sponsors and individual patrons who have donated materials or helped out in any way.
- You will communicate with the Marketing & Hospitality Head regarding which businesses will be advertising in our Show Program, and artwork specifications per ad size purchased.
- You will have the Show Program ready to go to print by mid-April, in the file format requested by our printers, after having it signed off by our Executive Producer/Production Team.

CAST PARTY

- This committee will be responsible for planning a cast party two to three weeks after the the show is over.
- The committee is responsible for determining a location for the cast party (ie. a parent's house, a park, a church, etc.)
- The committee is responsible for planning food and drinks for the party (a budget will be given OR parents will bring food/drinks). The committee will prepare the food at the party.
- The committee will plan fun activities for our students to engage in during the event.
- The committee will arrange for clean-up after the cast party.

LOBBY DISPLAY BOARD

- This committee is responsible for creating an attractive lobby display in keeping with the theme of the production - all things NEWSIES! - which will be on display during our Theatre Week in the lobby of the Chilliwack Cultural Centre.
- You will receive digital headshot photos of our Cast, Directing, and Production Teams from the photographer which you will have printed in 5 x 7 format [Sepia/ B&W], mounted and labeled with the name, title, cast, and/or list of characters portrayed in the production.
- Communication with the Set/Prop/Costume Teams to procure extra items to bring the lobby display board to life is encouraged.
- The theatre will provide a designated space within the lobby for use of our display, along with a wooden tri-fold stand with which we can adhere our photos to.
- The full display board needs to be designed and created in advance, and ready to be erected on our lobby display Decoration Day, which is set for Saturday, May 20, our theatre load-in day.
- You are responsible for dismantling the lobby display after the last show and returning any items to the appropriate owners.

FINANCIAL DATA ASSISTANT

- Will work closely with Allana Lemke, our Executive Producer, on financial matters pertaining to Ignite Theatre, specifically processing receipts by entering data into our online Disbursement Forms, uploading scanned digital images of receipts, organizing both our physical receipts in our file folder and our digital images in our Drive, along with updating our Financial Spreadsheet.
- This person will receive training on data entry procedures for Heritage Christian Online School (HCOS) Ignite Theatre and keep on going, up-to-date records of receipts submitted for each Team.