



Spring Volunteer Position Descriptions

CSB Community of Volunteers: Backstage TEAM

Petit Ballet featuring *The Secret Garden* and Gala Performance featuring *A Midsummer Night's Dream*

All volunteers must be at least 16 years old and complete a background check.

Position Title: Check In/Out
Schedule: Time commitment is approximately 24 hours during production week.
Number Needed: 2 per performance

Position Description

Responsibilities include arriving 1 hour prior to the performance to check-in all performers and backstage volunteers. Check In/Out volunteers remain until all performers are checked out. Check out may be handed over to a CSB employee if performers are not checked out by check-out times. The volunteer communicates to guardians/parents who are dropping off performers the estimated time of pick-up, that only volunteers and performers may enter the backstage area, and that performers must be performance ready (leotards/tights/hair in a bun) when they arrive at the theater. This volunteer position is one of the most important backstage as it ensures the safety of our performers. This volunteer must be calm and able to handle confrontation. Age recommendation for this volunteer is over 25 year old.

Position Title: On-Stage Runners
Schedule: Time commitment is approximately 22 hours during production week.
Number Needed: 2 per performance

Position Description

Responsibilities include arriving 45 minutes prior to the show, checking in with the Check-In/Out Volunteer, and staying until the performance concludes. At the direction of the backstage manager, the volunteer will run upstairs and downstairs to dressing rooms to announce show calls for the performance and then wait at the door to be thanked by performers. Example: Runner, "This is your 5 minute call performers" Performer response, "Thank you 5."

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Position Title: Backstage General Runners/Floaters

Schedule: Time commitment is approximately 24 hours during production week.

Number Needed: 2 per performance

Position Description

Responsibilities include arriving 30 minutes prior to the show, checking in with the Check-In/Out Volunteer, and staying until the performance concludes. At the direction of the backstage manager, the volunteer will run to the front of house and backstage to relay messages as needed.

Position Title: Props/Stage Hands

Schedule: Time commitment is approximately 24 hours during production week.

Number Needed: 2 per performance

Position Description

Responsibilities include arriving 30 minutes prior to performance, placing the props for the beginning of the show, giving or taking props to or from performers and putting them backstage during the show, and may include moving flats as necessary during the show. It is a plus to have small carpentry skills or electrical knowledge to fix props, as needed.