



Spring Volunteer Position Descriptions  
CSB Community of Volunteers: 2018-2019 Season Volunteers  
Petit Ballet featuring *The Secret Garden* and Gala Performance featuring *A Midsummer Night's Dream*

All season volunteers must be at least 18 years old and complete a background check.

<b>Position Title:</b>	Boutique Liaisons
<b>Schedule:</b>	Time commitment is approximately 10 hours during production week.
<b>Number Needed:</b>	4
<b>Position Description</b>	Responsibilities include training boutique volunteers, assisting with inventory, overseeing sales at performances, and ensuring that the boutique tables (gifts, concessions, and flowers) are manned at all times during the performance. Boutique liaisons are responsible for the cash drawers.
<b>Position Title:</b>	Backstage Manager
<b>Schedule:</b>	Time commitment is approximately 26 hours during production week.
<b>Number Needed:</b>	1
<b>Position Description</b>	Responsibilities include understanding the performance as a whole, calling the entrances, over-seeing all backstage volunteers, implementing CSB backstage policies, interacting with parents/performers, and working closely with the CSB Stage Manager and Executive Artistic Director.
<b>Position Title:</b>	Costume Manager
<b>Schedule:</b>	Time commitment is approximately 22 hours during production week and 30 hours during the season.
<b>Number Needed:</b>	3 (preferred)
<b>Position Description</b>	Responsibilities include understanding the cast and the wardrobe needs of every role, overseeing costume fittings, helping Wardrobe Volunteers, and changing/altering costumes to fit alternate casts and understudies. Use of advanced hand and machine sewing skills are required plus excellent interpersonal skills. Must work closely with Executive Artistic Director.

Spring Volunteer Position Descriptions  
CSB Community of Volunteers: 2018-2019 Season Volunteers  
Petit Ballet featuring *The Secret Garden* and Gala Performance featuring *A Midsummer Night's Dream*

**Position Title:** Box Office/House Manager

**Schedule:** Time commitment is approximately 22 hours during production week.

**Number Needed:** 1

**Position Description**

Responsibilities include understanding the box office workflows in PatronManager and overseeing all Front of House volunteers. Must work closely with CSB Stage Manager.