



# Stage Production Volunteer Duties

---

## Ushers

- Greet patrons
- Providing patrons with programs and other relevant materials
- Visually check the theaters for potential safety issues and lost and found items
- Be aware of and enforce appropriate house rules: no cell & no flash photo, etc.
- Remain at assigned post throughout the performance
- Enforce theater policy: no food/beverages & electronic device usage, and photographic & video recording.
- Must be aware of, and have a good understanding of evacuation procedures
- Late Arrival: patron arriving late after performance begin must wait between numbers to be allowed into theater for seating

## Room Chaperones

- Responsible for the safety of the backstage area
- Will stay with the students at all times
- Help get dancers on and off stage

## Check In & Out Desk

- Serve as “gate keeper” – no parents are allowed backstage. No Exception.
- Check students In & Out
- Make calls for M.I.A.
- Remind parents about performance call time & eat healthy
- Once checked-in; students are hand off to Runners

## Runners

- Escort young students to & from their assigned dressing room
- Ensure students have all their supplies

## Stage Crew

### *Quick Change*

- Assist Ballet Mistress/Director with ‘quick costume changes’ during performances

### *Stage Hand*

- Assist Stage Manager with staging cues & transitions
- Assist Production Manager when needed