

## **Job Descriptions**

### **BEFORE CAMP**

**CAMPUS SETUP** We need help getting the school classrooms ready for our Kids. It involves moving some furniture, vacuuming carpets, moving in KU stuff, preparing the snack bar, and covering all non KU equipment in each of the classrooms. This is about a 4 hour project.

Set up is on Saturday and/or Sunday before camp begins. **6-8 hrs**

### **DURING CAMP**

**COSTUME SEWING** Sewing and preparing costumes for performers. You don't have to be a fabulous seamstress to do this, but you do need to have basic sewing skills and, of course, a sewing machine. You also need to be reliable, as the deadline for the costumes is not flexible. You will be given complete instructions on what to do. In some cases there is no sewing needed. This is always our area of greatest need. Many of the costumes are done assembly-line style, requiring a volunteer only to do one simple step. We will use you according to your skill level. **20 hrs**

**SNACK BAR** Since many students will be with us all day, KU will open a snack bar during most of the day. Volunteers will be needed to work each day to serve and maintain it. You may choose your schedule, but each volunteer is asked to work a regular schedule, whether it is 2 or 10 hours a week! The snack bar is a fun place to be and lets you interact with the students. **20 hrs**

**OFFICE AIDE** As our organization grows, there are more and more details to take care of. Every Friday we send home a newsletter and any other important information for the KU parents. We need help on Friday mornings from 8:30 to 11:00 to help get the newsletter and envelopes ready to send home. There may be other occasions when help is needed in the office with copying, folding, filing, etc. If you are good with record keeping or other clerical duties, we could use you here. It may also include taking care of the needs of some students (owies, tummy aches, calls home, etc.) Up to **10 hrs**

**CAMPUS CLEANUP** We need help getting the school classrooms back to their original condition. It involves moving some furniture, vacuuming carpets, moving out the KU stuff, dismantling the snack bar, and uncovering all non KU equipment in each of the classrooms. This is about an 8 hour project. Cleanup is on Friday, the same day we move to the auditorium. **8 hrs**

**POSTER DISTRIBUTION** We want a sold-out house at all of our performance! You can help by distributing and putting up posters advertising our show. We need them placed all over Shasta County and displayed in places where lots of people will see them. This should be done during the last week of June and the first two weeks of July. 10 posters hung = 3 volunteer hours. **3-20 hrs.**

# AT THE AUDITORIUM

**CIVIC SET UP** Men & women are needed to help us "move in" to the Civic Auditorium the week of the performance. Many tasks must be completed before the rehearsals may begin, such as setting up dressing rooms and lobby area, hanging the signs and banners, etc. Both daytime and evening helpers are needed. We move to the Civic on the Friday before the show. We need as many volunteers as possible here. **10-15 hrs**

**LOBBY SETUP** We need parents to help construct the sets for the side stages and the lobby. This involves a few evening hours of cutting, gluing, taping, and otherwise "manufacturing the set. They are purchased kits that require several man hours to put together. So the more help we have, the less time it takes! **10-15 hrs**

**DRESSING ROOM AIDE** Lots of women and a few men are needed to help in the dressing rooms during dress rehearsals and performances. You will help the cast in and out of costumes, care for costumes between performances and see that they are ready for the next performance, and generally see to the needs of the performers. **All dressing room aids are required to attend a training meeting prior to working and MUST attend at least TWO rehearsals.** These parents also supply snacks to their dressing room for the night they work. This is probably the most popular volunteer area. It's a lot of fun. **10 hrs**

**STAGE CONTROL** We need several experienced parents in the wings to help keep the backstage area in order and under control. This may involve distributing props, cuing performers on and off stage, helping with special needs (injury, sickness, etc. ) and keeping the performers quiet on and off stage. **You MUST attend two rehearsals at the Civic and work TWO performances. 10 hrs**

**LOBBY SALES** Several people will be needed at each performance to set up, display and sell the KU merchandise; hats, shirts, audio tapes, flowers, programs, etc. This will require planning and set up time, record keeping, and sales time at one of the performances. **4-8 hrs**

# AFTER THE SHOW

**CAST PARTY** Each year we throw a wonderful party following the final performance for all of the cast and many of their family and friends. This has always been a wonderful way to end an exhilarating experience. We need several men and women to help organize and execute this party of the year! **10-15 hrs**

**CAST PARTY DONATIONS** A big part of the cast party includes eating!! So we need donations of all kinds of food and supplies. A list of the items needed will be sent out during camp. Each donation amount will indicate the hours that will be credited to you. This is a good way to make-up any missing hours you may need. **5-10 hrs**

**CIVIC TEAR DOWN** This is a one day job. So if some of you only have limited time to offer, this may be the place for you to help. On Sunday morning following the show we need a large crew to tear down the sets & dressing rooms, clean up the auditorium stage area, load everything on trucks and take it to our storage facility and unload it. We can always use men and women alike to help. If you have a pickup truck that can be used please let us know. **8 hrs**

**Add up the number of hours for which you plan to volunteer. Be sure you have 20 hours.**