

We need you!

Volunteers are the backbone of the Temple Civic Theatre and we truly appreciate all the wonderful effort and creative thinking they contribute.

There are many ways to be involved at TCT as a volunteer. These opportunities are a perfect way to match your interests and talents and involve as little or as much time as you'd like to spend.

DETAILED DESCRIPTIONS of volunteer opportunities are shown **inside** this brochure, but here are a few examples:

Behind the scenes

- Build sets
- Find or coordinate props
- Help with the stage crew at performances
- Make or find costumes
- Help cast members with makeup and hair
- Design or run the light and sound systems
- Serve as a musician for musicals

Performances

- Sell tickets
- Hand out programs and sell refreshments
- Manage the house staff and greet and assist audience members

We'll train you!

We offer training in all areas, so let us know if a particular area interests you!



**TEMPLE
CIVIC
THEATRE**

2413 South 13th Street
Temple, TX 76504
*(Located behind the
Summit Recreation Center)*

For More Information, Please Phone
(254) 778-4751

www.ArtsTemple.com

Email: tct@ArtsTemple.com



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(Behind the Summit Recreation Center)

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Temple Civic Theatre offers many volunteer opportunities.

On-Stage

◆ PERFORMERS

Main-series performers start with an audition, where they will be asked to read from the script. If the audition is for a musical, participants will also be asked to sing and take part in a dance audition. Specific audition information for each show is available from the theatre, in our newsletter, or on our website.

Backstage

◆ STAGE MANAGER

Attends auditions and every rehearsal. Sees that the rehearsals run smoothly. Supervises performances from backstage. Prompts lines as needed from the script during rehearsals. Fills in for absent actors as necessary for blocking purposes. Records notes, blocking and cues in prompt book. Call all cues for performances.

◆ COSTUME COORDINATOR

Consults closely with director to provide costuming appropriate to the performance. Coordinates costume crew. Supervises fittings, research, color coordination with set and lighting, and costume changes during the show, including necessary cleaning and repairs. Oversees cleaning and return of borrowed or rented costumes. Sewing skills helpful.

◆ COSTUME CREW

Requires a basic knowledge of sewing skills. Jobs range from buttons, hems and trim, to the actual construction of a garment, depending on the skill of the volunteer. May also help with costume changes during the performances.

◆ MAKE-UP & HAIR COORDINATOR

Coordinates crew members. Confers with director to find out desired effect for each character as to age, health, lines and shadows, beards and hair. Discusses the period and style of the production. Checks make-up supplies and prepares orders for necessary supplies.

◆ MAKE-UP & HAIR CREW

Assists actors with hair and make-up during performances.

◆ LIGHTING DESIGNER

Coordinates crew members. Consults with director, set designer and tech director for their interpretation and motivational lighting, and any needed special lighting effects. Prepares a lighting plan.

◆ LIGHTING CREW

Hangs and focuses lighting instruments. Operates light board during rehearsals and performances. Operates spotlights if necessary.

◆ SOUND DESIGNER

Coordinates crew members. Reads play and confers with director, noting each sound cue and how it will be produced. Gathers needed materials. Records music and sound cues. Attends rehearsals to check timing of sound cues.

◆ SOUND CREW

Operates sound board and sound equipment during rehearsals and performances.

◆ PROPERTIES CREW

Confers with director, tech director and/or set designer. Makes a detailed property list to be used in gathering and in setting up props for performances. (Properties are all of the set dressing and small articles used in a production such as furniture, books, dishes, lamps, luggage, weapons, food, etc. Many of our props are pulled from our stock or bought or borrowed from businesses, antique stores and individuals. Some props are made from scratch.) Assures all props are in the right place before the performance and between each scene. May supply and set props during the rehearsal process.

◆ SET CONSTRUCTION

Helps build, cover, repair and move scenery. Set construction encompasses a wide variety of construction techniques and materials. Some materials includes wood, metal, cardboard, foam, plastic and fabric.

◆ SET PAINTING

Paints scenery, floors and/or backdrops after they have been constructed. Encompasses a wide variety of techniques and materials.

◆ RUNNING CREW

Moves scenery on stage during performances. Also places and removes furniture and props during scene changes.

Musicals

◆ MUSICAL DIRECTOR

Responsible for rehearsing the musical numbers in the show. Participates in the audition process and consults with the director on casting decisions. Schedules rehearsals after consultation with the director and recruits musicians needed for performance.

◆ CHOREOGRAPHER

Runs the dance portion of auditions and consults with the director on casting decisions. Designs all dance movement within the show and assists the director in

blocking scenes with large numbers of cast involved. Teaches cast members all dance movements and schedules dance rehearsal times after consultation with the director.

◆ MUSICIANS

Performs musical accompaniment, including instrumental or piano, or a combination of the two. Depending on the requirements of individual shows, different numbers of musicians may be utilized. The musical director recruits players and rehearses them prior to joining the main show rehearsals.

Front of the House

◆ BOX OFFICE

Works in the box office to help sell tickets and distribute already reserved tickets. Involves time immediately before a performance, or during theatre's regularly-scheduled daytime box office hours.

◆ HOUSE MANAGERS

Supervises the lobby and auditorium during a performance. This includes coordinating the ushers, indicating when to open the doors for seating to begin, greeting audience members as they enter the building, and helping prepare for intermission. Also takes care of latecomers and seats them in the Saulsbury Room to view the show on the television monitor until they can be taken into the house. (It is usually difficult to be a house manager at the same performance you want to see the show because you have duties outside while the show is performing in the auditorium.)

◆ USHERS

Stands inside the auditorium doors and distributes programs. Helps audience members locate seats. Operates the concessions during intermission(s).

◆ HISTORIAN & SCRAPBOOK

Helps keep Temple Civic Theatre history. Prepares scrapbooks. Hours are highly flexible.

◆ MAILING COMMITTEE

Addresses, sorts and prepares bulk mailings and newsletters sent to the theatre's mailing list.

◆ PHOTOGRAPHER

Takes photos of cast, crew, etc. prior to and during the production. The photos are used for promotional materials and the scrapbook.

◆ ADMINISTRATIVE HELPERS

Assists the theatre with various tasks during the year, such as contacting businesses about putting ads in the programs, contacting media outlets with publicity about the shows, or writing grant applications.