

RCTC Parent Participation – Job Descriptions

TEAM	CAPTAIN	# MEMBERS NEEDED	TRAINING REQUIRED?	TIME EXPECTATIONS	JOB DESCRIPTIONS
Rehearsal/Backstage A/B/C	Jill Young	30-35	Yes – Must attend tech and/or dress rehearsals to learn the run of the show.	3 Saturday or Sunday rehearsals prior to show time; rehearsals during tech week; performances.	Work as a team to help with studio maintenance, with the cast members directly at the studio and at the theatre during rehearsals and performances. You must get to know the kids and the show. You will help the cast members with costume changes, monitor behavior, organize costumes, etc. The Backstage Team will also be used as Show Greeters at performances. You will take tickets, distribute programs and help seat guests before returning to the backstage to help with the kids.
Set Moving	Sheri Gill	30	Yes – Must work tech week rehearsals to learn about the show, sets, and equipment.	Training begins the Sunday before tech week. Must work tech rehearsals AND performances. Set load-out immediately after final show is helpful but not required.	Work backstage with a team moving sets to their pre-set placements on stage during the shows and off again. Help organize the sets to facilitate quick scene changes and the safety of the cast members.
Set Construction	Matt Heskett	6	No – Experience not needed, but prior construction experience is helpful.	Work Sundays 9am-1pm starting the first Sunday after orientation.	Plan and build sets for the shows. Help transport sets to and from theatre.
Costumes	Georgette Kearsing	12	No – We will find a job to match your skill level.	“We work until we get it done.”	Work as a team creating fabulous costumes for the shows. Jobs may include: measuring the kids, sewing, gluing, documenting, emailing, organizing, labeling costumes, etc. Load-in and load-out of theatre is required as well.
Lighting	Jason Wong	8-10	Yes – Must attend light load-in. No experience needed. We will train you.	Light load-in over 2 weekends; blackout, & focusing prior to tech week; spotlights and light board during shows.	Work as a team to help light up the stage. Jobs include hanging, wiring, and focusing the lighting fixtures; installing lights and cables, using scaffolding, lens cleaning, backdrop installation, etc; operating and programming the lighting board and spotlights during the shows.
Sound	Gary Lane	10	Yes – Must attend stage rehearsals to learn the show. Prior sound experience helpful.	Commitment begins with rehearsals at the theatre and runs thru end of shows.	Work as a team with microphones at all stage rehearsals and shows operating the sound board and following the scripts with microphone cues. Females needed to place microphones onto the cast members, monitor battery usage, clean and pack the microphones.

RCTC Parent Participation – Job Descriptions

TEAM	CAPTAIN	# MEMBERS NEEDED	TRAINING REQUIRED?	TIME EXPECTATIONS	JOB DESCRIPTIONS
Props	Chandra Rosales	8-12	Yes – Must attend min. 2 tech week rehearsals	Commitment begins during tech weeks and runs through the end of the shows.	Work as a team backstage to pre-set all props and needed equipment for each show. Hand props to cast members as needed throughout the performance and help organize the prop tables on either side of the stage.
Scenic Design	Chandra Rosales	6-8	No	Sundays and maybe some Saturdays beginning right after orientation and running through start of the show.	Dress the sets and make props for the shows. Duties may include: painting, decorating, designing, gluing, bedazzling, sewing, building, and more.
Front of House/Concessions	Steve Briggs	6	No	Souvenir & food purchasing takes place prior to shows. Staffing of sales tables during shows. Must be able to work the field trip shows during the daytime performances mid-week.	Duties include, but not limited to: purchasing/creating souvenirs for sale at shows, purchasing food to sell at shows, designing signage for sale tables, selling the souvenirs, shirts and food during shows, and displaying the cast members' head shots in lobby. Help distribute fliers to schools to advertise Field Trip shows. Assist Team Captain with greeting and seating guests at the Field Trip shows, and assist guests during those shows.