

joy IN MOTION VOLUNTEER JOB DESCRIPTIONS

PHOTOGRAPHERS

Photos can be taken from in the house (back only, please don't stand in aisles and disrupt audience experience), the side of the stage, audience arriving, dressing rooms (with discretion when no one is changing, obviously). The dancers also feel super special when they each get a class photo in front of the logo backdrop. One will be assigned to the House (you will see the show) and one will be assigned backstage/outside to take Group Photos during the show (you will NOT see the show).

We do not expect editing or the like (unless you're really excited to edit that handful of the best you got as a bonus to us because that's easy for you)!

Upload photos to JiM SmugMug within 1 week max to help us create thank yous, social media post, etc. By giving us photos you are agreeing that our families can download the photos and we have the right to use them for whatever reason we choose. We will send you a link.

Before uploading please rename all files with the Show # (or Rehearsal) and your name. We cannot give photo credits unless the files have your name!

SHOW LEAD & VOLUNTEER CHECK-IN

ASSIGNED BY JiM!!! Run "Volunteer Check-In", pass out name tags and point out job descriptions. Go-between for lobby and dressing rooms. Help call dancers 3 songs ahead of time. Keep in communication with all 3 Dressing Rooms (Class Room, Green Room & Boys Room). Help quiet kids, keep them focused and help make sure each class gets a photo in front of the logo backdrop if there is a photographer available.

WILL CALL TABLE

Help manage last minute ticket questions and sales/stand-by. May help scan tickets at the door.

USHERS

Scan tickets, pass out programs, and help people to their seats as necessary. Make sure the tickets are the correct time/day!! Remove a chair for wheelchair and place at back of house as needed. One must wait inside back door during the show for late-comers. One will also be by main door. Late-comers must enter the back of the House Door. Open the doors as little as possible letting the least amount of light in...and only during applause please. **Communicate with Stand-By (if any) just before closing the house.*

BACKSTAGE CLASS HELPERS

Stay with the class you are assigned to, traveling with them from dressing room, line-up, backstage, etc. Assist with shoe changes, getting costume pieces back into kids' bags etc. Help line dancers up in order (line-up papers will be provided). Please note, line orders may not be the same for both dances if a class has 2 dances. Help others around you as necessary. Help line up dancers for the Finale...Tallest to Shortest. Help remind everyone to respect the rented space and belongings and not leave the dressing rooms a hot mess of trash!!

LITTLE THEATRE DRESSING ROOM

This room will be primarily for Older Dancers and dancers with several changes. Help dancers check in for the show, act as "door guard" for curious passers-by, and help keep waiting dancers quiet and focused..directing traffic to the bathroom, etc. ALSO help line up dancers throughout the show and for the Finale...Tallest to Shortest.

CHOIR ROOM DRESSING ROOM

One person must always stay as "door guard" for curious passers-by and to Sign-In & Out Dancers. Another person may assist with "running" classes up to the line-up area if the class doesn't have a parent volunteer. In some cases, others are there to help maintain order. Lobby Lead will also assist with getting classes up 3 dances ahead. Any class 1-2 dances before the finale must bring their final items with them up to the line-up and change up there after their class dance.

BOYS DRESSING ROOM

Help supervise and work with Show Lead and other Dressing Room volunteers to connect boys with co-ed class and get all boys classes to and from the Dressing Room. One person should have an eye on the door at all times. Check dancers in at the door. Help boys quietly line up 3 songs ahead of their dance. Assist with changes for Finale. Help line up dancers for the Finale...Tallest to Shortest.