

# Be A Guiding STAAR!

## Thank you for your interest and support!



Southern Tennessee Area Arts Repertory (STAAR) is a 501(c)(3) nonprofit arts and theater organization based in Pulaski, Giles County, Tennessee, with a mission of providing theater, music and arts entertainment and education for the enrichment of all in the Southern Middle Tennessee and North Alabama region, which it has done for more than 20 years.

### STAAR THEATRE VOLUNTEER OPPORTUNITY

Thank you for your interest and support. We look forward to widening our circle & working together as a team. We do this for the betterment of our community- enhancing the value that arts and history bring to it for everyone!



# VOLUNTEER JOB DESCRIPTIONS

Please check the areas that you would be happiest sharing your talents!

\_\_\_\_\_ **Position Title: Membership Chair/Team Members** perform such duties as organizing membership drives or campaigns, setting up social media and direct mail campaigns and conducting membership surveys. Create strategies to keep their current members active and involved in order to preserve retention numbers.

\_\_\_\_\_ **Position Title: Marketing Chair/Team** Outreach and help to spread the word about STAAR Theatre and our offerings to the public through the placement of posters and signs throughout the community. We need team members who are versed in social media outlets, those who can design posters, willing to learn to blog and create event listings on our websites and social media who are creatively, constantly looking for new and exciting ways to reach the public.

\_\_\_\_\_ **Position Title: Grant Writer** Grant writers will seek out grants that fall within the parameters of our mission and make recommendations to the board. They will work with the executive director to apply for such grants. This will likely be a team of individuals.

\_\_\_\_\_ **Position Title: Fundraising Chair/Team** Review all previous year fundraising activity and make recommendations for improvements for new fiscal year. • Work with fundraising staff to determine annual development budget. • Revise and update current fund development plan. • Develop an annual calendar for the committee's activities, including critical dates, milestones and required board actions • Engage in advocacy and networking. • Participate in annual special events and other fundraising activities. • Track and report progress toward fundraising goals to the Board. • Analyze relationships with current and prospective major donors and funders and develop individualized strategies to cultivate or strengthen those relationships. • Analyze relationships with current and prospective corporate sponsors, devise sponsorship packages, and work with staff and Board to develop relationships. • Along with Executive Director, meet with current and prospective major donors and funders (foundations and corporations). • Tap respective networks for potential donors of money, time and in-kind support. • Monitor & support fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective. • Provide report out during full Board meetings (Board Chair)

\_\_\_\_\_ **Position Title: Program Ad Sales/Sponsorships Chair/Team** Reach out to local businesses and individuals to participate in our sponsor programs, collect sponsorship funds, collect ad copy for programs, write receipts and keep accurate records to submit to the treasurer.

\_\_\_\_\_ **Position Title: Audition Assistant** The audition assistant works closely with the volunteer coordinator and the director to facilitate the audition process. Duties include distributing audition forms, assisting auditioners with their audition forms, taking digital photographs, making photocopies, data entry, setting up and tearing down audition rooms/areas. Training is minimal and can be done "on the job". Auditions generally run 2-3 hours per night and can span a period of two weeks. Auditions typically run for two consecutive nights. Auditions are held roughly 11 times per year for main stage and holiday productions.

\_\_\_\_\_ **Position Title: Box Office Assistant** The box office assistant works with the box office manager to process ticket orders via mail, telephone, or in person using the AudienceView computer program ticketing system. The box office assistant will be required to handle cash and sensitive credit card information and ought to be familiar with any current or upcoming productions. Training can be extensive and should be scheduled prior to assuming the position. The box office is open Monday – Friday from 11:30 – 5:30 and is manned by the executive director. The assistant will arrive one hour before each performance for duties. During performances the time commitment is generally an hour and a half. Computer experience is helpful but not necessary.

\_\_\_\_\_ **Position Title: Costume Chief** The costume chief is responsible for obtaining and/or creating costumes for a production, maintaining the costumes, laundering and repairing, and returning the costumes to storage and/or rental facility after the completion of the production. The costume chief will meet with the director to discuss “the look” of the show, the budget, and its costume needs. The costume chief will also meet with the cast to take measurements and schedule fittings. All costumes must be completed by the first dress rehearsal which generally takes place a week or two before opening night. The hours are flexible; however, there is a production timeline that must be followed. The costume chief will also be present to strike the show. The ability to sew is helpful, but not necessary, as most costumes can be pulled from stock, purchased, and/or rented. The costume chief will assign tasks and manage costume crew members.

\_\_\_\_\_ **Position Title: Costume Crew** Members of the costume crew will assist the costume chief with any of the above listed duties. Costume crew members are to be present during technical rehearsals and the show run to handle any costume emergencies or special costume preparations. During performances the time commitment is 2-3 hours. Additional hours can be scheduled through the costume chief.

\_\_\_\_\_ **Position Title: House Manager** The house manager runs the front of the house during performances. They are responsible for opening and closing the lobby curtains, ensuring playbills are accessible to ushers and answering any general questions theatre goers may have. House managers should be familiar with the layout of theatre including locations of exits and restrooms. The time commitment is 2-3 hours depending on the length of the performance. Training is minimal and can be done prior to audience arrival. A house manager “cheat sheet” is available as well.

\_\_\_\_\_ **Position Title: Light Board Operator** The light board operator runs the light board for a production and checks all lighting equipment prior to each performance. The time commitment is 3 weeks of rehearsal prior to opening and approximately 6 performances. Learning to operate the light board can take as little as 20 minutes; however, each show has specific lighting needs and attendance at 3-4 rehearsals is required to gather all of the light cues.

\_\_\_\_\_ **Position Title: Office Assistant** The office assistant helps in the business office with day-to-day operations. Duties may include answering the phone, filing, copying, postal assignments, and data entry. There are no prescheduled days, and the hours are flexible. Typing and computer skills are preferred.

\_\_\_\_\_ **Position Title: Housekeeping/Set Up STAFF** Individuals will be called upon to set up/break down chairs and tables for events. Includes stocking/cleaning restrooms, cleaning house, lobby and backstage.

\_\_\_\_\_ **Position Title: Performer** Performers are used in all plays and musicals produced at STAAR. Performers are responsible for memorizing lines, musical numbers and dance routines. Performers must attend all required rehearsals and be on time for said rehearsals. Performers are expected to provide their own stage makeup and properly store costumes during performances. Rehearsals generally run 4-6 weeks, with 2-4 rehearsals per week. Performances run for 3 weeks but may be extended with 2-3 shows each week. At the end of a run performers are required to help strike the set.

\_\_\_\_\_ **Position Title: Prop Chief** The prop chief is in charge of obtaining and/or constructing all props used in a production. A list of props is given to the prop chief by the show’s director. The prop chief is also responsible for presetting props for each performance, assisting the prop crew with stage shifts, cleaning and replenishing consumable props after each performance and organizing prop storage. The time commitment varies depending on the director’s needs, but generally includes one week of rehearsal prior to the show’s opening and approximately 6 performances in addition to the time it takes to collect the props. The prop chief will also be present to strike the show.

\_\_\_\_\_ **Position Title: Set Builder** The set builder assists the Technical Directors with construction and painting of scenery. The shop is made available to this team and may be scheduled through the Technical Directors. Carpentry and painting skills are helpful; however, all skill levels are welcome.

\_\_\_\_\_ **Position Title: Sound Board Operator** The sound board operator runs the sound board for a production and checks all sound equipment prior to each performance. The time commitment is 3- 4 weeks of rehearsal prior to opening and approximately 6 performances. Learning to operate the sound board can take as little as 20 minutes; however, each show has specific sound effects and attendance at 3-4 rehearsals is required to gather all of the sound cues.

\_\_\_\_\_ **Position Title: Spotlight Operator** The spotlight operator runs spotlights for a production. This position may require standing for an extended period of time. (stool provided) This position is generally up in the booth above the house seats. The time commitment is 3 weeks of rehearsal prior to opening and approximately 6 performances. Training is minimal and can be done during tech week rehearsal.

\_\_\_\_\_ **Position Title: Stage Manager** The stage manager assists the director and keeps accurate records of rehearsals, blocking, and production business. The stage manager acts as a liaison between actors, crew, production staff, and the director. During the run of the show the stage manager is in charge of all aspects of the production from making sure the cast and crew arrive on time to calling all of the light and sound cues. The time commitment varies depending on the director's needs. Some directors may require attendance at all rehearsals while others may not. Attendance is required for all technical rehearsals the week before opening and generally 6 performances.

\_\_\_\_\_ **Position Title: Usher** Ushers take tickets, distribute playbills, and help patrons find their seats. Ushers must report 40 minutes prior to show time and may leave once the show has begun. Volunteers may schedule their dates for ushering through the Producer. Ushers must also know emergency exit protocol and the location of fire extinguishers and first aid kits in the concession stand area.

## CONTRACTED POSITIONS

\_\_\_\_\_ **Position Title: Choreographer** The choreographer is selected and contracted by the executive director for choreography of certain musical productions. Special training and/or experience is required. The time commitment includes pre-production meetings and rehearsals through opening night.

\_\_\_\_\_ **Position Title: Director** The director is hired/acquired by the executive director to direct musical and non-musical productions. Special training and/or experience is required. The time commitment includes pre-production meetings and rehearsals through opening night.

\_\_\_\_\_ **Position Title: Instructor** Instructors are hired by the executive director to instruct special classes or classes offered through STAAR. Special training and/or experience is required. The time commitment varies depending on the class.

\_\_\_\_\_ **Position Title: Intern** Interns are acquired by the education director to assist with the STAAR summer program. Interns must be college students studying the fields of theatre, music, or education. Duties generally include assisting with STAAR Camps and classes as well as other productions. Other duties may be assigned as necessary. The time commitment will also vary depending on schedules.

\_\_\_\_\_ **Position Title: Musical Director** The musical director is acquired/hired by the executive director to direct the musical aspect of any production. The musical director may conduct the orchestra/vocalists or play an instrument for the run of the production. The time commitment includes pre-production meetings and rehearsal through opening night.

\_\_\_\_\_ **Position Title: Musicians** Musicians are acquired/hired by the musical director with input from the executive director. Musicians play in the orchestra of a musical production. The ability to play a musical instrument is required. The time commitment includes 1-2 weeks of rehearsals and all performances.

\_\_\_\_\_ **Antoinette Hall Restoration Committee** Works on a special committee with the Executive Director dedicated to the restoration efforts of historic Antoinette Hall. This group will be divided into subcommittees as needed.

**WE VALUE and RESPECT OUR VOLUNTEERS – Volunteer Policy**

Because the success of our mission depends upon the cooperation and participation of so many incredible volunteers, and because each volunteer is entitled to respect, the following policy has been adopted:

STAAR Theatre will not permit physical or verbal abuse of others, abusive or threatening behavior, discrimination, insubordination, intentional damage to property, possession of weapons, possession or use of controlled substances or abuse of alcohol on STAAR premises or during STAAR activities and productions. The Executive Director of STAAR and the director(s) of each production are responsible for this policy.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Age \_\_\_\_\_

Arts or Non Profit Experience

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**WELCOME TO THE STAAR FAMILY!**

## BOARD of DIRECTORS, VOTING/GOVERNING BOARD

The Executive Committee of the Board of Directors of STAAR Theatre and the Antoinette Hall Preservation Society would be pleased if you might consider serving on the Board of Directors. This would be a voting, governing board position with the following responsibilities. There are 13 Members that make up committee.

- Attend all board and committee meetings and functions, either in person or electronically.
- Be informed about the organization's mission, services, policies and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization as well as commit to assist with the raising of funds.
- Inform others about the organization so as to foster relationships for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up to date on developments in the fields of community arts and theatre as well as adaptive reuse of historic buildings for community arts centers.
- Follow conflict of interest and confidentiality policies as adopted by the board.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements or budgeting documents for special projects, etc.

According to nonprofit management organizations, the following personal characteristics make successful board members.

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.

As you know, STAAR and AHPS are entering into a fundraising program to begin the restoration of Antoinette Hall into a more comprehensive regional cultural center for the arts. We are looking for dedicated, talented individuals like you who can work closely with our officers and volunteers to help make this a reality.

\_\_\_\_\_ **YES! I am interested and willing to be considered for a voting board member position for a two-year term.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Age \_\_\_\_\_

Arts or Non Profit Experience

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