

Vancouver Island Youth Dance Theatre Association

Explanation of Volunteer Jobs

PLEASE NOTE: Some of these jobs only happen a few times a year and are not difficult. Please sign up for as much as you can do.

1. **Wardrobe Department:** Personnel 2-4
 - *Liaise with Artistic Staff*
 - Store costumes for season, ensure dancers names are in costumes
 - Transport costumes to and from theatre
 - Make sure all pieces of costumes are together and put into costume bags
 - Have sewing kit at performances in case of emergency
 - Make notes on costumes which need repairs or alterations
 - Clean costumes
 - At performances: Help or ensure there are helpers for quick changes- dancers are responsible to place their own costumes for quick changes, and much of their dressing.

2. **Fundraising:** **This is a large job and could benefit from 2 people to head committee and 1 coordinator from each community**
 - *Liaise with Executive*
 - Someone to co-ordinate fundraising for the year and members from each community to co-ordinate events in the individual communities.
 - Purchase Lottery licenses, print tickets and organise distribution to dancers.
 - Keep accurate financial records of fundraising activities to submit to treasurer
 - Ensure thank you notes are sent to each donor. When appropriate for larger donations arrange for complimentary tickets to be made available.

3. **Publicity/Advertisement:** 1-2 people
 - *Liaise with Artistic Staff and Executive*
 - Oversee members in each community who: Arrange press packages or press releases, arrange for newspaper interviews, arrange for press to attend performances (we can provide complimentary tickets for reporters willing to attend and review performances)
 - Arrange cable TV to film performances
 - Arrange for pricing, printing and distribution of posters
 - Arrange for printing of brochures
 - Collect and submit to archivist any articles or publicity items
 - Arrange for members from EACH community to post posters in locations that are visible and busy

4. **Set up and Strike Muscle Crew:** Equipment Handling- 1 coordinator, 4-5 others
 - *Liaise with Executive*
 - This is called the muscle crew because we have some heavy equipment which needs able bodied people to lift and transport
 - Co-ordinator to arrange for and or transport the dance floor, sound system, barres to and from each performance, and any props required (Floor and barres are stored at Parksville Dance Studio).
 - The co-ordinator needs to arrange to set up or have a crew set up this equipment on performance days. Also responsible for the tear down and return of this equipment.

5. **Front of House Personnel**
 - *Liase with Executive*
 - Individual to co-ordinate personnel for performances and oversee smooth running of front of house
 - Sell tickets at door and handle cash
 - Transport, set up and return, head shots to each performance
 - Hand out programs, usher as required at select theatres
 - Arrange and handle possible concession, raffle sales, product sales

6. **BINGO**
 - ***Reports to executive***
 - This money sustains the company, without it we would fold.
 - We need someone who maintains regular contact with the Alberni Valley Bingo Committee. If and when required co-ordinate and ensure volunteers are sitting at different functions throughout the year.

7. **Grants and Corporate Sponsors**
 - *Reports to Executive*
 - Research funding sources and grants, utilising library, internet, etc
 - Approach small and large businesses for donations or grants

8. **Archivist**
 - *Reports to Executive and Artistic Director*
 - Gather and arrange all written material such as newspaper articles, photographs, posters and pamphlets into an album