



Volunteer Committee Opportunities

1. Production Committee

1. Responsible for overseeing all productions for Marquee, both adult and non-adult
2. Assists members in contacting committee heads and production staff on shows
3. Plans and carries out special community-related events where needed
4. Responsible for recruiting and providing designers for each show - set, costumes, props
5. Works with department heads to get crews for each show:
 1. Set construction and painting crews
 2. Costume crews
 3. Props crews
6. Maintains inventory of flats, set pieces, furniture, costumes, and props
7. Chaired by GM (or designate)
8. Members: GM, Office Manager, 1 board member, Workshop Supervisor, Head of Costumes, Head of Props, 2 member volunteers

2. Marketing Committee

1. Seeks opportunities to promote the theatre/shows by arranging cast appearances at civic groups or other community events
2. Follows up on possible group sales and special performances
3. Researches target audience and maintains data on existing audience and members attending performances
4. Chaired by GM (or designate)
5. Members: GM, Chair of Show Selection Committee, Office Manager, 2 board members, 3 member volunteers



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3. Membership & Social Committee

1. Responsible for planning and organizing social events/gatherings/parties for membership
2. Arranges Opening (or Closing) Night Party for each of the main stage shows
3. Committee members are responsible for invitation, mailing, catering, decoration, entertainment, clean-up
4. Chaired by 1 board member
5. Members: GM, 1 board member, Office Manger, 3 member volunteers