

Winchester Christian Ballet Volunteer Opportunities

Upon registration, each family agrees to complete a minimum of 25 volunteer credits per semester. Families also have the option to pay an opt out fee of \$5 per credit, up to \$125 for all 25 credits. In recognition of the load some volunteer roles require, an incentive program has been developed for families who commit to a role, or roles, that would be more than 25 credits. Opportunities highlighted in YELLOW are open. Opportunities highlighted in ORANGE are pending. Please see volunteer descriptions to give yourself an idea of what is needed and you'll find a list detailing our volunteer incentives at the end. *{There's A LOT of info here - it's 7 pages long, but it's important information so you know what you're signing up for.}*

750 credits

- Administrative Director - FILLED
- Assistant Administrative Director - FILLED
- Treasurer - FILLED
- Volunteer Coordinator - FILLED
- Costume Mistress - FILLED
- Set Designer(s) - FILLED

500 credits

- Graphic Designer - FILLED
- Website - FILLED
- Lead Groundskeeper - FILLED
- Lead Studio Caretaker - FILLED

400 credits

- Asst. Volunteer Coordinator - FILLED
- Outreach Coordinator - PENDING**
- Asst. Costume Mistress - FILLED
- Donor Relations/Sponsorships - PENDING**

300 credits

- Board - FILLED
- Special Events Lead - FILLED
- Front of House Lead - FILLED
- Back of House Lead - OPEN**
- Social Media Content - PENDING**
- TECH - Lights - OPEN if not provided by venue**
- TECH - Sound - OPEN if not provided by venue**
- MEDIA - Video - OPEN**
- MEDIA - Photo - FILLED
- Stage Manager - PENDING (NEEDS EXPERIENCE)**

200 credits

Marley Floor Lead - FILLED

Costume Team - PENDING

Asst. Stage Manager - PENDING

Studio Caretaking Team - 3/6 OPENINGS

Groundskeeping Team - 1/2 OPENINGS

100 credits

Lead Landscaper - FILLED

Bingo Team Lead - FILLED

Ongoing Volunteer Roles - 25 credits

Office Aids - Truth Training & Attendance - FILLED

Button Maker - FILLED

Bingo - 4-5 OPENINGS - 2nd Sat of month starting Dec 2025

Retail Fulfillment Team - 2/2 OPENINGS

Pioneer Festival Booth - 4/14 OPENINGS

Performance Volunteer Roles - 25 credits

Marley Team - 4/4 OPENINGS

Backstage Class Monitor - 40/40 OPENINGS

Stage Crew - 10/10 OPENINGS (5 PER SHOW - WORKS 2 SHOWS)

Prop Master - UP TO 2 OPENINGS

Load In/Set Up Team - 6/6 OPENINGS

Load Out/Strike Team - 6/6 OPENINGS

Special Events Team (night before & day of) - 4/4 OPENINGS

Dancer Check in/out (Backstage Security) - UP TO 8/8 OPENINGS (2 PER SHOW)

Front of House Performance Roles - 15 credits

Tickets - 16/16 OPENINGS

Bake Sale Table - 12/12 OPENINGS

Merch Table - 8/8 OPENINGS

Flower Table - 8/8 OPENINGS

Ushers - 8/8 OPENINGS

Clean Up Crew - 12/12 OPENINGS

Ongoing Volunteer Roles - less than 25 credits

Set Design Team - worth up to 15 credits per project

Donations (Studio, Special Event, & Bake Sale) - worth 5-15 credits

Volunteer Descriptions

OPEN OPPORTUNITIES

****Pioneer Festival Booth**** - working our booth at the Pioneer Festival. We need 3 volunteers per 4 hour shift and 1 per 2 hour mid-shift each day. We are selling Dippin' Dots. Saturday Aug 30 & Sunday Aug 31. **25 credits/4 hr shift , 10 credits/2hr shift**

Asst Costume Mistress - shadow and assist the costume mistress in all things costume - **MUST BE AVAILABLE FOR TECH, DRESS, AND ALL PERFORMANCES**

Tech (Lights, Sound) - if NOT provided by venue - run light board, run sound board - **MUST BE AVAILABLE FOR TECH & DRESS REHEARSALS, AND ASSIGNED SHOW(S)**

Media (Video) - set up video camera(s) to record shows, edit footage to be put on dvds

Media (Photo) - take photos at rehearsals and shows

Costume Team x 1 - Under the direction of the costume mistress and asst costume mistress, execute alterations, help with packing and transportation of costumes, help backstage at rehearsals and show, help with cleaning and storage of costumes

Retail Fulfillment Team x 2 - You'll be responsible for taking inventory & sorting pre-ordered merchandise into individual orders and labeling those orders for families to pick up. If any items are missing, you'll let the admin know ASAP.

Studio Caretaking Team x 6 - Communicate with lead to schedule weekly shift - clean the studio, following the checklist hanging on the wall

Marley Floor Team x 2 - Assist with packing and transportation and laying of marley from the studio to the venue and back again - **MUST BE AVAILABLE TUESDAY (TECH REHEARSAL) AFTERNOON TO GET MARLEY FROM THE STUDIO & LAID DOWN AT THE VENUE & SATURDAY NIGHT, AFTER THE FINAL PERFORMANCE, TO TAKE MARLEY FROM THE STAGE AND LAID BACK DOWN AT THE STUDIO** ****If you can only help on Tuesday OR Saturday, be sure to let us know ASAP - you'll be given 15 credits for this job****

Bake Sale Table - sell food and drinks at performances - be comfortable taking payment

Ticket Table - sell tickets, scan pre ordered tickets - be comfortable taking payment

Merch Table - sell merch at performances - be comfortable taking payment

Flower Table - sell and wrap flowers in bouquets - be comfortable taking payment

Special Events Team x 4 - assist with set up, hosting, and clean up of event (night prior & day of only) - **MUST BE AVAILABLE FRIDAY EVENING, AFTER THE PERFORMANCE, AND SATURDAY MORNING AND AFTERNOON**

Backstage Class Monitor - stay with assigned class, keep them contained and quiet backstage, ensure rules are followed, seek out assistance as needed, escort to and from backstage area at appropriate times - *monitors are NOT allowed to leave their assigned class to go watch their child dance without making prior arrangements with the*

volunteer coordinator. - MUST BE AVAILABLE FOR AT LEAST 1 STUDIO REHEARSAL, TECH & DRESS REHEARSALS, AND YOUR ASSIGNED SHOW(S)

Dancer Check In/Out (Backstage security) - all dancers must be checked in by their parent or guardian or sign themselves in (older dancers) & no dancer may leave without being checked out by their parent or guardian or signing themselves out (older dancers), *AFTER* they've hung up and returned all costume pieces and cleaned up their area. You'll also be responsible for preventing unauthorized access to the backstage area and our dancers. - MUST BE AVAILABLE FOR AT LEAST 2 STUDIO REHEARSALS, TECH & DRESS REHEARSALS, AND YOUR ASSIGNED SHOW(S)

Prop Master - set up and man the prop table, including special costume pieces that are kept backstage. Keep the area neat, make sure all pieces are accounted for and in their correct spots prior to and at the end of each show, help dancers get special costume pieces (wings, hats, etc) on and off - UP TO 2 PROP MASTERS, EACH WORKING UP TO 2 SHOWS, MUST BE AVAILABLE FOR REHEARSALS, AND YOUR ASSIGNED SHOWS

Stage Crew - setting, moving, and removing set pieces prior to and during the show - NEED 5 CREW PER SHOW - MUST BE AVAILABLE FOR AT LEAST 2 STUDIO REHEARSALS, TECH & DRESS REHEARSALS, AND AT LEAST 2 SHOWS

Set Design Team - assist the Set Designers in creating the set pieces and props - *check in the studio for various opportunities and credit values*

Load In/Set Up - meet at studio on Wednesday (Tech) to finish packing up everything, load into vehicles, and deliver to the venue. Help place and set up everything that can be set up at the venue. - MUST BE AVAILABLE WEDNESDAY EARLY AFTERNOON

Strike/Load Out - after the final show, help tear down and pack up sets, pack up props and costumes and everything else that was brought over from the studio, load into vehicles and deliver back to the studio. Help put everything away at the studio. - MUST BE AVAILABLE SATURDAY NIGHT, AFTER THE FINAL PERFORMANCE

Groundskeeping Team - assist lead groundskeeper in exterior maintenance

Ushers - Help guests find their seats, answer questions about the venue (bathroom location, etc)

Clean Up Crew - Walk through the theater and pick up any discarded programs and obvious trash after each show, walk through the bathrooms and make note of anything we need to make the custodial staff aware of (needing paper, products, messes, clogged toilets, etc)

Donations (Studio, Special Event, & Bake Sale) - check with volunteer coordinator for a list of needed items for the studio and special events, bake sale donations should be goodies that are individually packed & ready to be sold or individual drinks (bottled

water, drink pouches, juice boxes, 12oz or smaller cans of soda, etc). You'll need to confirm what you are bringing prior to dropping it off and follow whatever instructions are given for drop off to confirm your donation(s).

PENDING OPPORTUNITIES

Outreach Coordinator - responsible for arranging all "outreach" to schools, churches, and other places (nursing homes, retirement villages, STRIDE, etc) - **PENDING**

Sponsorship/Donor Relations - responsible for building and maintaining relationships with friends, donors and alumni with the goal to build up an active donor base to support various fundraising goals, including our new Scholarship Fund - **PENDING**

Stage Manager - Run the show from backstage - call light and sound cues, send asst stage manager or designated crew gopher to call classes to places at the appropriate times - **NEEDS EXPERIENCE AND BE AVAILABLE FOR ALL REHEARSALS AND SHOWS**

Assistant Stage Manager - assist the stage manager by calling classes to places at the appropriate times, helping dancers stay out of sight lines and be quiet backstage, be able to step in and call cues, etc if the stage manager is unavailable. **NEEDS TO BE AVAILABLE FOR ALL REHEARSALS AND SHOWS & WILLING TO LEARN IF INEXPERIENCED.**

Back of House Lead - responsible for managing all back of house volunteers, including stage crew and tech - **MUST BE AVAILABLE FOR ALL STUDIO REHEARSALS, TECH, DRESS, AND ALL PERFORMANCES**

Social Media Content - develop, record, and edit social media content for WCB to use

FILLED OPPORTUNITIES

Administrative Director - Manage the daily operations of the studio including collaborating with the Artistic Director and Board to develop goals and strategies for the studio improvement that upholds our mission; manage communication, especially with parents, instructors, admin team, and volunteer coordinator; create effective strategies to promote the studio as well as recruit dancers, instructors, and volunteers; develop a yearly schedule of events in collaboration with the Artistic Director and Board; oversee and manage the studio facility. **FILLED**

Asst Administrative Director - Assist the Administrative Director as needed and fill in for various necessary volunteer roles when vacant **FILLED**

Treasurer - Maintain all studio financial records, file annual taxes, handle all reimbursements and teacher compensation, help develop budgets for various events, shows, and projects that the studio is interested in. **FILLED**

Bingo Lead- **FILLED**

Board Members - hold the Artistic Director and Admin team accountable to upholding the values and mission of WCB, help manage and make decisions regarding the studio's planning and trajectory. Committed to meeting a minimum of 4 times per year and filling in various volunteer roles as needed. **FILLED**

Volunteer Coordinator - managing & keeping track of all volunteer positions, credits earned, encouraging volunteers to commit to various roles, training volunteers, & updating volunteer programs in conjunction with the Admin team and approval from the Board **FILLED**

Asst Volunteer Coordinator - assist the volunteer coordinator with everything **FILLED**

Costume Mistress - responsible for measuring, ordering, alterations, transportation, packing/storage, creation, and cleaning of costumes with direction from the Artistic Director - should be at or find coverage for all rehearsals and shows **FILLED**

Lead Landscaper - plan, design, and implement landscaping (planting flowers in boxes, decorating topiaries, etc) **FILLED**

Marley Floor Lead - responsible for directing the Marley floor team to safely transport the floor to and from studio, laying it down at the venue, then laying it back down at the studio - must be laid back down at the studio by the afternoon after the final show unless other arrangements are made with the Volunteer Coordinator and Artistic Director. **FILLED**

Front of House Lead - responsible for managing all front of house volunteers during performances **FILLED**

Lead Groundskeeper - Responsible for the upkeep of our outdoor area, specifically mowing, weedeating, salting and shoveling snow in the winter, etc. **FILLED**

Lead Studio Caretaker - Responsible for scheduling the studio caretakers for their weekly cleaning shifts, doing one deep clean of the studio per week, finding coverage for caretakers when they're unable to complete their scheduled shift, and keeping track of cleaning supply inventory **FILLED**

Office Aid - Input class attendance into the Google spreadsheet weekly and change out the truth training verse, cut out new verses, etc for truth training at the end of each month. **FILLED**

Button Maker - using the supplies provided, make buttons for truth training students, and for performances. **FILLED**

Graphic Designer - Responsible for all graphic design needs, in conjunction with the website manager. Specifically all physical graphic design needs (merch, posters, flyers, and programs) **FILLED**

Set Designers - Figure out how to bring the vision of the Artistic Director to life on stage - planning on how to create, purchasing supplies, designing, and making the set and

prop pieces. Also responsible for setting up smaller projects that families can complete while waiting on dancers in class. **FILLED**

Special Events Planner - plan decor, menu, and activities for special events prior to matinee shows - typically 1 per semester - communicate with the admin team regarding items needed to be bought or donations to request. Lead Special Events Team in executing the plan the night before and day of the event. Set up, host, and clean up the event. - **FILLED**

Website Editor - Responsible for managing the WCB website, updates, edits, and social media graphic designs. May also be asked to help with graphic design. **FILLED**

Volunteer Incentives

25 credits - min required per family per semester
75 credits - waived performance fees*
100 credits - waived registration & performance fees*
200 credits - 10% tuition discount, waived fees*
300 credits - 25% tuition discount, waived fees*
400 credits - 50% tuition discount, waived fees**
500 credits - 50% tuition discount, waived fees, free summer intensive(s)***
750 credits - 100% tuition discount, waived fees, free summer intensive(s)****
1,250 credits - 750 incentives PLUS \$150 WCB account credit (can be used for merch, or other fees like competition, private lessons, or pointe shoes)
1,750 credits - 750 incentives PLUS \$250 on WCB account
2,000+ credits - 750 incentives PLUS \$300 on WCB account

The Fine Print...

Tuition discounts earned will apply to a family's monthly tuition for all dancers. Tuition discounts earned through this program DO NOT stack with sibling discounts. Families will be given the largest discount that they qualify for. A family with a larger sibling discount than the discount earned here would be given the sibling discount along with their fees waived for the appropriate number of dancers. As elective classes are already discounted for our full time ballet students, those are not eligible for any further discounts. Dancers who are only in non-ballet classes may earn tuition discounts on those classes. Tuition discounts earned through this program DO STACK with our semester paid in full discount.

Families who earn waived registration fees AFTER paying registration - paid registration fees may be applied to their dancer's tuition or it can be put on their account for them to use towards other ballet related costs (pointe shoes, tuition, merch, etc) at a later date.

*Regarding tuition discounts - if a family earns a tuition discount prior to the end of the second month of a semester's classes, that discount will be applied to their current semester and the discount will be retroactive to the beginning of the semester. This means that any non-discounted tuition already paid will have the difference credited to the dancer's WCB account to be used towards future tuition or other ballet fees. As sibling and volunteer tuition discounts don't stack, the family will be given whichever discount is greater. For families who earn tuition discounts AFTER the second month of the semester, those discounts will be applied in full to the following semester. If the family will not be continuing with WCB after their current semester, any money in their dancer's WCB account **that they have actually paid in** (fees paid before earning free fees, the difference between tuition paid and discounts earned) may be refunded to them. If they are continuing with WCB, then there will be no refunds and the monies in the account may be used towards other ballet expenses. WCB account credits given as incentives and credits earned via our various trade programs have no cash value and may not be "cashed out" at any time.*

** fees are waived for 1 dancer*

*** fees waived for 2 dancers*

**** fees waived for 3 dancers*

***** fees waived for 4+ dancers*

WCB reserves the right to limit, edit, change, omit, or cancel volunteer incentives based on the solvency of the studio.