

Committee Descriptions

Co-Chairs

Oversee all aspects of production, including but not limited to securing lighting/sound, backdrop rental, negotiating contracts with the Director/Choreographer and Musical Director, overseeing set and prop development, organizing volunteers, leading behind the scenes operations during rehearsals and shows, managing and tracking budget including purchasing, developing the rehearsal schedule, and sending communications to cast & crew families. Co-Chairs are expected to be present at all auditions and rehearsals.

Costumes

Work with the Director/Choreographer and Co-Chairs to develop a costume plan for all cast members, including under layers and costume changes. Create a system of organization for all cast members to keep costumes in order and for where costume changes will occur to optimize timing and space constraints (cafe, costume room, wings, back of house). Oversee a team of volunteers to acquire, borrow and create costumes. In years past, we've had connections at the CT Ballet School, St Catherine's Players, and Rogers International. Oversee a team of volunteers to create and execute the hair and makeup plan.

Hair & Makeup

Work with the Costumes Chair, Director/Choreographer, and Co-Chairs to develop a hair and makeup plan for all cast members. Acquire products (makeup, disposable swabs, disposable brushes, hair products, hair tools, hair accessories) to execute on the plan. Organize and train volunteers in shifts in the couple hours leading up to showtime to do hair and makeup.

Set Master & Props Master

2 Volunteers (one for Sets and the other for Props) to work with the Director/Choreographer and Co-Chairs to develop a visual plan for the production. Oversee all construction and acquisition of sets and props, secure and manage a team of volunteers to create and execute. Work closely with Stagehand Managers to develop projects for sets and props that stagehands can work on during the first week of the two-week rehearsal period.

Stagehand Managers

Oversee 5th grade stagehands, including having them work on sets and props projects and assigning them to their backstage roles (L and R wings, cafe, costume room, back of house, spot lights). Work with the Sets & Props Chair to determine which projects to assign stagehands. Parents of stagehands usually work best for this role; Stagehand

Managers often take on the role of overseeing the cafe during show times (hence missing the actual performance).

Banner & Miscellaneous Artwork

If possible, it is very helpful to secure a talented volunteer who can make the banner that goes across the top of the curtains, as well as any other specific artwork that the production requires. Examples from the past include painting a large sheet of butcher paper to cover the door to stage left and make it look like Miss Honey's cottage door (Matilda) or Belle's Cottage (Beauty and the Beast).

Performance Cafe Managers

Not to be confused with Cafe Monitors (see below), Cafe Managers oversee the costume changes, cues, and flow of students from the cafe *during the performances*. Cafe Managers are often stagehand parents who don't mind not seeing the performances as an audience member. Cafe Managers are super organized and able to manage lots of students in, at times, chaotic periods. They help with costume changes and keep a watchful eye on the live video feed of the performance in order to send students to the gym/stage at the right moments.

Dance Captain(s)

1 or 2 parents who are comfortable and adept at dance and choreography. Dance Captains observe and learn the dance routines taught to students by the Director/Choreographer, and then are on hand to remind students and Director/Choreographer of the routine in subsequent rehearsals. Dance Captains need to feel comfortable taking students, including large groups, without the Director/Choreographer and running the dance routines and cleaning up technique.

Cafe Monitors

2-3 volunteers are needed each day to hold down the fort in the cafe. This entails monitoring behavior and volume, escorting students to the bathroom, running lines with students who need help working on lines, overseeing projects as needed. It is ideal to have the same two people for the duration of the two-week rehearsal period, but not necessary.

Photographers

1-2 volunteers who can take photographs of the entire process, including an official cast photo, rehearsals (on and off stage), backstage, and photos from the actual performances.

Ticket Manager

1 volunteer who can keep the “master” ticket list which aggregates the ticket sales information from our website (rivpta.org), VIP tickets purchased during the Fall Fundraiser, and comped tickets for school administration, Director, Music Director, etc. The Ticket Manager also oversees the check-in process at the door, usually with another volunteer to help.

Programs

1 volunteer to take the final draft of the program to and oversee printing at Staples. Also ensures that a couple of stagehands are on hand to pass out programs to audience members at the start of each performance (not the in-school performance).

Candy Bouquets

1-4 volunteers are needed to source materials and create a themed candy “bouquet” for families to purchase as a congratulatory treat for cast and crew members. This is a fundraiser for the musical and revenues from bouquet sales should well exceed costs to create them. Candy Bouquet volunteers ensure enough bouquets are made based on online sales (plus a few extra) and also oversee distribution of the bouquets at the start of each performance (not the in-school performance).