

Act Captains

Job Description: Volunteers supervise a specific group of kids backstage during tech/dress and/or performances. *Note: these volunteers are responsible for the safety and security of our performers. These volunteers must be proactive, diligent, and attentive. We understand that most of our backstage volunteers sign up based on where their child(ren) are assigned: this is fine as long as it is understood that attention must be spread to ALL students in the assigned area.*

Time Commitment: One hour prior to performance through end of intermission OR very end (depending on which group volunteers are assigned to supervise – TD/CK Act Captains are dismissed by the end of the Cinders act). Dismissal time will be determined by the Backstage Coordinator and volunteers will be dismissed ASAP.

Work Location: Backstage

Number of Volunteers per Performance:

- Central Bay – 2
- Loft – 2
- Multi-Purpose Room – 2
- North Bay – 2
- Tent – 2
- Toddler/Kinder – 2

Qualifications:

1. Enjoy working with kids
2. Be organized and detail oriented
3. Be able to work in a fast-paced environment
4. Be flexible in terms of dismissal time
5. For TENT ACT CAPTAINS: MUST be female
6. **All volunteers backstage must have a background check completed by Circus Juventas**

Responsibilities and Duties:

- Track and supervise assigned students to be sure they are ready and on time to perform
- Assist assigned students with costumes, stage readiness, etc.
- Ensure students are where they are supposed to be and that they don't miss their call times
- Work with other volunteers to maintain the flow of the show
- Work with other volunteers to ensure all assigned students are picked up by their parent(s) at dismissal

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Box Office

Job Description: Volunteers assist in the selling of tickets, distribution of will call tickets, and turnback tickets for resale pre-performance.

Time Commitment: 1.5-2 hours prior to the start of performance through the end of intermission.

Work Location: Box Office

Number of Volunteers per Performance: 1

Qualifications:

1. Be able to work in a fast-paced environment
2. Be comfortable problem-solving with patrons
3. Enjoys working with others
4. Enjoys working with people in a customer service setting

Responsibilities and Duties:

- Dispense will call tickets to patrons
- Answer questions to patrons
- Sell tickets to patrons (if available)
- Handle the turn back ticket process
- Work with CJ staff to stock paper towels and toilet paper in bathroom(s) prior to intermission
- Assist CJ staff with the rush ticket line

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Concessions

Job Description: Volunteers sell and distribute concessions pre-performance and during intermission. *Please note: children of volunteers are not allowed behind the concessions stand unless 16+.*

Time Commitment: One and a half hours prior to start of performance through restocking after intermission; one volunteer will stay through to the very end with the lead volunteer.

Work Location: Concessions

Number of Volunteers per Performance: 7

Qualifications:

1. Be willing to work in a fun,fast-paced environment
2. Be comfortable quickly/accurately handling cash
3. Be comfortable with CC transactions on an iPad using Square
4. Be comfortable doing simple math quickly and accurately
5. Enjoys working with people in a customer service setting
6. Be willing to follow food handling/prep/clean up guide
7. Be willing to handle food preparation tasks as assigned
8. Be willing to aid with food stocking and running

Responsibilities and Duties:

- Work with Leads and other volunteers to set up the concessions area
- Sell concessions; handle cash/cc/check transactions (pre-show and during intermission)
- Work with Leads and other volunteers to clean up, re-stock, and take inventory post intermission

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Circus Juventas or black t-shirt and comfortable, closed-toe shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Costume Floppers

Job Description: Volunteers help exchange one show's costumes for the next by rotating them to/from the storage space to/from their locker rooms, where costumes are "checked in".

Time Commitment: One to two and a half DAY TIME hours between show colors.

Work Location: Lobby and Backstage

Number of Volunteers (total): Not restricted

Qualifications:

1. Must be able to lift to 30 lbs
2. Be able to do some light physical activity
3. Be able to commit to DAY TIME hours
4. Be good with alphabetizing

Responsibilities and Duties:

- Work with the Artistic Production Coordinator to ensure the proper costumes are swapped into and out of the locker rooms

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Not specific.

Costume Stitchers

Job Description: Volunteers alter costumes by embellishing, cutting, hemming, tailoring or otherwise improving the fit/appearance to enhance stage worthiness.

Time Commitment: Volunteers may be recruited for this task in the weeks leading up to dress rehearsals/performances as well as during performances.

Work Location: Various

Number of Volunteers (total): Not restricted

Qualifications:

1. All skill levels are needed
2. Must have some sewing skill (preferably with a machine)
3. Preferable to be able to supply some sewing instruments
4. Preferable to be able to creatively problem solve
5. Preferable to have familiarity with stretch fabric
6. **All volunteers backstage must have a background check completed by Circus Juventas**

Responsibilities and Duties:

- Work with the Artistic Production Coordinator to receive assignments
- All assignments may include one or more of the following: embellishing, cutting, hemming, tailoring, etc.
- Meet assignment deadlines as agreed upon with the Artistic Production Coordinator

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Not specific.

Backstage Curtain Monitors

Job Description: Volunteers monitor the comings and goings between the backstage and the arena.

Time Commitment: One hour prior to start of performance through the 2nd act of 2nd half.

Work Location: Backstage

Number of Volunteers per Performance: 2

Qualifications:

1. Must enjoy working with kids age 6+
2. Must be friendly, yet assertive
3. Must be able to keep track of large numbers of students
4. **All volunteers backstage must have a background check completed by Circus Juventas**

Responsibilities and Duties:

- Track students coming and going from backstage
- Make sure students are only bringing approved concessions snacks backstage
- Make sure students are coming and going at appropriate times (ie: they shouldn't be coming and going one or two acts before they are set to perform)
- Make sure students are following ALL rules regarding movement between backstage and front of the house

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Locker Room Attendant

Job Description: Volunteers supervise performers in the locker rooms, including aiding with costume changes and tracking performer readiness.

Time Commitment: 4:00 for tech/dress through end of intermission; two hours prior to start of performance through the 2nd act of 2nd half.

Work Location: Backstage

Number of Volunteers per Performance: 2 (one male, one female)

Qualifications:

1. Be able to work in a fast-paced environment
2. Be able to keep track of large numbers of students
3. Be friendly and approachable
4. Be communicative and attentive
5. Be a good problem solver
6. Be ENTHUSIASTIC about working with kids ages 6+
7. Be comfortable working in a warm, crowded, busy space
8. NEED ONE FEMALE AND ONE MALE
9. **All volunteers backstage must have a background check completed by Circus Juventas**

Responsibilities and Duties:

- Supervise students in the locker room
- Aid with costume changes
- Communicate with Backstage Coordinator regarding performer readiness
- Work with students to maintain a clean and “picked up” space
- Monitor the comings and goings of students (who needs to be there when)

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Parking Lot Attendant

Job Description: Volunteers assist Parking Lot Attendant Lead to direct the flow of the parking lot pre-performance.

Time Commitment: One hour prior to the start of performance to roughly 30 minutes into the show.

Work Location: Outside

Number of Volunteers per Performance: 1

Qualifications:

1. Be willing to work outside
2. Be comfortable working closely to cars/drivers
3. Be comfortable directing traffic in the parking lot

Responsibilities and Duties:

- Guide drivers into available parking spaces (in the lot)
- Direct drivers to alternate parking options as the lot becomes full

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Circus Juventas or other t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Performance Blogger

Job Description: Volunteers update the Spring Show Blog in real time to notify parents of rehearsal and performance progression.

Time Commitment: 4:00 for tech/dress and 30 minutes prior to performance through the very end.

Work Location: Sound Booth

Number of Volunteers per Performance: 1

Qualifications:

1. Be familiar with blogging
2. Be organized and detail oriented
3. Be able to sit for long periods of time
4. Be able to supply his/her own WiFi compatible laptop

Responsibilities and Duties:

- Update blog as acts are started and completed
- Update information on blog to reflect “acts on deck”
- Stay attuned to any performance delays, etc. and update the blog as necessary

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Raffle Ticket Sellers

Job Description: Volunteers work together to sell raffle tickets to performance patrons during the Spring Show.

Time Commitment: One hour prior to start of performance through the end of intermission.

Work Location: Lobby/Outside

Number of Volunteers per Performance: 2

Qualifications:

1. Be comfortable quickly/accurately handling cash
2. Be comfortable doing simple math quickly and accurately
3. Enjoys working with people in a customer service setting
4. Be friendly and approachable
5. Be comfortable walking/standing for many hours
6. Be comfortable approaching people to make a sale

Responsibilities and Duties:

- Advertise the availability of raffle tickets
- Explain the process and prizes to interested patrons
- Sell raffle tickets to patrons
- Track all financial transactions; “settle” money at the end of shift

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Rigger

Job Description: Volunteers assist with act rigging during tech/dress and/or performances, including pre-performance set up.

Time Commitment: 4:00 for tech/dress and one hour prior to performance through the very end. STRONGLY ENCOURAGED to commit to all rehearsals/performances within a show team.

Work Location: Arena

Number of Volunteers per Performance: 14

Qualifications:

1. Be able to lift 45 lbs
2. Must follow instructions well
3. Be able to stand and bend easily and for long time
4. Be physically able to move quickly
5. Be safety oriented
6. Must have completed CJ's volunteer training

Responsibilities and Duties:

- Work with a team of riggers, led by CJ's Head Rigger and the Lead Volunteers, to rig the shows (rigging includes moving equipment, hanging and taking down apparatus, spotting performers, etc.)
- Work with lead volunteers to trouble shoot problems during rehearsals and performances
- Participate in rehearsal/performance-end meetings
- Reset equipment for next rehearsal/performance

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Ushers

Job Description: Volunteers assist with the setup of the arena pre-performance, as well as assist patrons with ticketing and seating questions throughout the duration of the performance.

Time Commitment: One hour and fifteen minutes prior to the start of performance through the very end.

Work Location: Arena

Number of Volunteers per Performance: a minimum of 8

Qualifications:

1. Be people oriented
2. Be capable of ascending/descending stairs
3. Be able to see well in the dark with flashlight
4. Be highly familiar with seating system (w/ training)
5. Be comfortable walking/standing for many hours

Responsibilities and Duties:

- Work with other volunteers to ready the arena for patrons
- Answer questions to patrons throughout the course of the performance
- Assist patrons to their seats throughout the course of the performance
- Work with other volunteers to coordinate late seating (pre performance and after intermission)

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Ticket Scanner

Job Description: Volunteers greet patrons at the front doors/entrance to the arena and scan pre-purchased tickets.

Time Commitment: One hour and fifteen minutes prior to the start of performance to 30 minutes into the performance.

Work Location: Lobby

Number of Volunteers per Performance: 3

Qualifications:

1. Enjoys working with others
2. Be comfortable walking/standing for 1.5 hours
3. Must be familiar with seating system (w/ training)
4. Must feel comfortable using a ticket scanner (w/ training)

Responsibilities and Duties:

- Work with other volunteers to ready the arena for patrons
- Scan tickets at the door and/or other assigned area
- Answer questions to patrons as they enter the arena
- Communicate issues (scanner related) to box office as needed

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Curtain Monitors

Job Description: Volunteers monitor the comings and goings between front of house and the tunnel entering the arena

Time Commitment: One hour prior to start of performance through duration of the show

Work Location: Front of house

Number of Volunteers per Performance: 2

Qualifications:

1. Be friendly, yet assertive
2. Must know the show order enough to keep patrons safe

Responsibilities and Duties:

- Make sure students and patrons are coming and going at appropriate times
- Make sure patrons and students stay out of the way of rigging and transitions
- Move the curtain out of the way when necessary

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: All black including a Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.

Volunteer Check In

Job Description: Volunteer will "check in" all volunteers assigned to work a particular performance.

Time Commitment: Two hours prior to start of performance until all volunteers have been checked in/tracked down.

Work Location: Lobby

Number of Volunteers per Performance: 1

Qualifications:

1. Be organized and detail oriented
2. Enjoys working with people in a customer service setting
3. Be comfortable leading others
4. Must have a high level of familiarity with the show process

Responsibilities and Duties:

- Record attendance as volunteers arrive
- Provide name tags and instructions as needed
- Answer questions to volunteers and patrons (when necessary)
- Communicate with volunteer coordinator regarding "no-shows"

Training: Circus Juventas will provide all training related to this position.

Dress Requirements: Circus Juventas or black t-shirt and comfortable shoes required. Volunteer t-shirts are available for pre-order for a limited time prior to opening night. Check with the Volunteer Coordinator regarding timing for ordering tees.