



P.O. Box 604, Bowie, Maryland 20718  
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## VOLUNTEER OPPORTUNITIES

### SET CONSTRUCTION/PAINTING TEAM 5 TO 8 PEOPLE

**What -** Move flats and lumber, assemble sets, carpentry, paint, strike sets and move parts to storage.

**When -** Daytime 2 Saturdays and Sundays before opening, Sunday after closing.

### SET DECORATION/PROPS/LOBBY TEAM 4 TO 6 PEOPLE

**What -** Locate and acquire needed props and furnishings/decorations. Return to owners after show. Design and install lobby decorations reflecting theme of show, cast photos and BCT image.

**When -** Advance search 2 to 3 months before opening. Acquire and place evenings 1 to 2 weeks before opening. Strike/Return Sunday after closing.

### COSTUME AND MAKEUP TEAM 3 TO 5 PEOPLE

**What -** Locate and acquire costumes as needed. Alter and fit costumes as necessary. Apply or assist with makeup and hair. Return costumes to owners.

**When -** Advance search 3-4 weeks before opening. Fit evenings 1-2 weeks before opening. Assist dressing, makeup and hair during run of show. Return Sunday after closing.

### STAGE MANAGEMENT TEAM 4 TO 8 PEOPLE

**What -** Move sets and furniture during scene changes. Reset props and decorations during scene changes. Operate sound and light controls.

**When -** Evening rehearsals beginning 2 weeks before opening and run of show.

### PROMOTION/PUBLICITY TEAM 6 TO 10 PEOPLE

**What -** Create and place advertising and press releases. Create Reviewer Press Kit. Create scene photos and cast headshots. Create and mail/distribute flyers and posters. Contact local groups for group ticket sales.

**When -** Evening spare time 2 to 4 weeks before opening and final week before opening.

**BOX OFFICE AND USHER TEAM**

**12 TO 32 PEOPLE**

- What -** Box office ticket sales. Distribute programs and assist with seating. Prepare and serve refreshments during intermission.
- When -** 4 people for each of 8 shows during each run. Each person may handle one to three shows.

**GRANTS/CONTRIBUTIONS TEAM**

**4 TO 6 PEOPLE**

- What -** Search out and solicit Government and non-government organizations with available grants to non-profit educational or theatre groups, and individual contributors for substantial contributions.
- When -** Ongoing

**MEMBERSHIP/VOLUNTEER RECRUITING TEAM**

**4 TO 6 PEOPLE**

- What -** Search out and recruit new members to support BCT activities and volunteers for acting and various teams.
- When -** Ongoing

**PRODUCTION TEAM**

**9 TO 11 PEOPLE (SELECTED\*)**

- What -** Produce each play on the BCT schedule, and other productions. Team includes Producer, Director, Stage Manager, Set Designer, Costumer, Set Decorator, Technical Director, Lighting Designer, Sound Designer, Assistant Director and others as needed.
- When -** As required for each BCT play or other production.

**PLAY AND DIRECTOR SELECTION TEAM**

**4 TO 6 PEOPLE (SELECTED\*)**

- What -** Solicit play recommendations from members and potential directors. Read and select plays to be recommended for each season according to BCT Board criteria. Recruit Directors recommended for each play.
- When -** Ongoing

**HOSPITALITY AND EVENTS TEAM**

**4 TO 6 PEOPLE**

- What -** Plan and implement arrangements for opening night reception, refreshments for intermission during each show, and social/party events as needed.
- When -** For each show and as needed.

\* To be selected by the Board. Volunteers wishing to be considered please submit resume of theatre experience.