

JOB DESCRIPTIONS

PRE SHOW

Sewing / Costumes	You would assist with making accessories or costumes or just sewing accessories on to costumes that the chair would inform you what needs to be done.
Painting Props	Painting props off site. The design will be provided to you. We need someone or people to draw the design on the prop / boards. We need people to paint what has been drawn on the props.
Building Props	Build the props, if any, that are needed.
Stage – Set up	Starting Monday of show week, assembling the set and stage area, assist with Set Chair.
Arena Set Up	Wednesday after dress rehearsal – put covering over windows, doors and along the boards on the ice. (This usually takes roughly 2 hours) Set up the boxes into seating for the VIP seats.
Tear Down	Sunday right after show – disassemble the set and stage area, assist with Set Chair with putting the arena back together. Putting away any items that were used around the arena for the show
Shop for supplies	Purchases items that may be needed for props. This would include paint, fabric etc. Receipts must be turned in before the show dates in order to be reimbursed
Raffle Baskets	Assist with the shopping and putting the baskets together
Posters	Assist with distributing poster and flyers to schools and local businesses
Publicity	Contact local cable and radio stations
Program	Collect ads and payment to put into the program.

DURING SHOWS

Security	Protect our skaters and guests. Check in/out skaters, cover exit areas that are not to be in use during the show.
Room Parent	To watch over the skaters in their assigned rooms. Help the little ones get their skates on and off. Help skaters change if needed.
Telegrams	Help guest with filling out and indicate which dressing room the skater is in.
Raffles	Sell raffle tickets prior to the show and during intermission
Programs	Sell programs prior to the show and during intermission
Flowers	Sell flowers / novelties prior to the show and during intermission
Chair / Co-Chair	Willing to either chair or co-chair an area. This could be prior to the event as well.