

**Publicity Manager**

Writes press release; plans placement of print publicity, posters and web PR. Arranges for articles/publicity to be written and placed in appropriate print and web publications. Arranges for any video/radio/film publicity. Tracks this information and gets feedback if possible about press and publicity (to facilitate PR in the future).

**Publicity Assistant**

No experience necessary! Under the direction of Publicity Manager, helps with managing data involved with PR writing and placement. Coordinates with PM on placements, phone calls and follow up.

**Biography Manager**

The biography manager assigns cast members to biography editors and then collects the biographies by email from the biography editors. The manager checks that they are in the proper style and that there is a biography for each cast member. The manager nags the editors as necessary to get in all the bios.

**Biography Editors**

A biography editor contacts each of the people he/she has been assigned and nags them as necessary to submit a biography. The editor checks for correct style and submits the bios to the biography editor.

**Program Ad Sales Manager**

The program ad sales manager collects the ad forms, copy, and payment from ad sellers; checks the copy as needed and makes sure the payment is correct and collected in a timely fashion; passes completed ads and checks to Sue.

**Program Ad Sales**

People selling program ads contact merchants and individuals that have bought ads in the past to see if they are interesting in buying an ad for this year's program, they also contact new merchants and sells them program ads and turns in completed ad forms to the Program Ad Sales Manager by the ad sales deadline. This is a job that we would like everyone to do some of, but if you would like to contact several places sign up for this. We have considered having a restaurant section in the program with suggests of places in North Cambridge and Davis Square where people could go for lunch before a show or dinner afterwards. This is a great idea and there are dozens of restaurants but someone has to contact them and arrange for the ads!

**Tickets Sales Manager**

Manages advance sale of tickets through the cast and by phone/internet. (If we sell tickets.)

**House Manager(s)**

Manages the front of the house ticket sales, ushers, lobby decorations, and concession sales. Communicates with the stage managers about house management and intermission. Ideally the house manager would be a non-performing family member who would be available for four shows.

**Concessions Steward**

Responsible for buying the food items to be sold at the concession stand. Requires a trip to BJ's (or wherever) to buy a lot of seltzer, soda, candy and sandwiches (for the second Sunday show). We have information from past years and so can make a reasonable guess about quantities. It would be nice if this person also bought pretzels, carrots and grapes for the cast to eat during the performances.

**Concessions Sales/Ushers**

Work under the direction of the house manager to sell tickets at the door, sell concession items, and act as ushers.

**Rehearsal Manager(s)**

These are people not in the cast who are available at rehearsals to answer questions about schedules, take care of problems that come up and make sure that things are running smoothly. This is a job that should be done by the same person for several weeks in a row.

**Iggy's bread pick up**

Pick up bags of donated bread from the Iggy's wholesale store in Cambridge. Pick up can be made on your way to rehearsal each Sunday. (Already spoken for)

**Set Construction and Decorating Crew**

Works with the set construction manager to build and paint the sets. Work sessions are on weekday evenings and/or Saturdays. We will need a lot of help during the weekends of Feb. 23/24 and Mar. 2/3.

**Props Crew**

Works with the props master to make props. There probably will not be a lot of props work this year.

**Costume Crew**

During rehearsal period: Works with the costume designer to create costumes. Since this show has been done in the past there probably won't be lots of costume work, but there will definitely be some new costumes to make.

**Asst. Wardrobe Mistress**

During dress rehearsals and performances works with the wardrobe mistress to help cast members get the correct costume pieces, and makes sure that all costume pieces are returned. Helps to track down missing things. We would like this person to be available for several shows, not just one. It might be a good job for a non-performing family member.

**Makeup Crew**

Works under the direction of the makeup designer. Sets up and cleans up the makeup area. Stores and organizes the makeup as necessary. Following sketches of character design, applies makeup to the cast and manages the makeup supplies.

**Stage Crew**

The stage crew is directed by the stage manager and is responsible for set changes, sees that props are set up and ready to go, calls performers for their entrances and helps get performers on and off stage in a timely fashion. This job needs people who are cooperative and calm when things go wrong. They need to be good at working with people, both cast members and other crew members. They need to be responsible and able to work independently.