

GET INTO THE ACT!

The E.C.H.O. Players Society is totally run by volunteers and there are many opportunities to volunteer in both creating spectacular theatre productions and helping organize and run the ongoing operations of the Society and the Village Theatre.

Previous experience is not necessary. If you have a little time to give, or a lot, and would like to get out, meet people and be part of a fun group, considering joining in one or more of the following:

THEATRE PRODUCTIONS

Acting, Singing and Dancing... Open auditions are held for all productions. Rehearsals are usually held 3 times a week over a 10 – 12 week period, and shows run for approximately 14 performances. ECHO welcomes new actors as well as those with previous experience.

Directing... Previous experience is preferred to direct one of our Season's main productions, but other opportunities exist for the beginning director. If there is a play you are just dying to direct, your proposal would be welcomed by the Artistic Direction Committee.

Producing... A Producer's Manual lays out the steps and timelines for this rewarding organizational position. You will assist the director to put together a production team, hold regular meetings, organize auditions and look after the budget that has been approved by the ECHO Board. Being an Associate Producer is a good way to start.

Stage Managing... With guidance from the *Stage Managers' Manual*, assist with auditions and, after the show is cast, attend rehearsals, assemble a prompt book, record blocking and notes and work with the director, technical people, etc. during rehearsals. Coordinate rehearsal schedule with the Board Member responsible for the Hilliers site. During dress rehearsals and performances, the stage manager is in charge. Being an Assistant Stage Manager is a great way to get into the act.

Program Coordinator... Coordinate the preparation of programs for productions between the Producer and Graphic Designers, some computer/ Word Processing skills are helpful. Get bios from cast members, Director, Producer, Stage Manager and the President's and Director's message. Input and assemble all text and photos for program and send to graphic designers, then check proofs.

Box Office... Be part of the team selling tickets through our computerized Box Office system at the Village Theatre.

Lighting and Sound Design and Operations... Be a lighting and sound designer/technician and learn to hang and focus lights, record sound effects and run the control boards during the shows.

Set Design... After meetings with the Director, prepare a floor plan showing location of entrances, key furnishings, etc. After discussion with the Director, make changes necessary and then prepare scale drawings of components that need to be constructed. Provide instructions to set construction team, set painters, scenic painters and set dressers.

Set Construction Team... Review the set design, and determine what existing materials are available in the theatre storage areas and purchase the rest. Construct components and assemble the set in accordance with the drawings and instructions.

Set Painters... Paint the sets for the production after the construction is finished.

Set Decorators... Assemble furniture, draperies, pictures and other items to decorate the set.

Properties... Assemble properties for the production. Properties may be obtained from the ECHO properties room, thrift stores, borrowed from antique stores or from other members, etc. Attend rehearsals in order to coordinate the use and placement of props. Return props to storage in good order after the run.

Costumes... Study the play thoroughly with an eye to the era, style, social status, etc. of the characters. Determine the number and type of costumes required by each character. Measure the actors. Determine if any costumes in the wardrobe are appropriate. Purchase fabric, etc., as required. Attend the dress rehearsal to correct any problems. Return all costumes in good order at end of production to wardrobe.

Makeup and/or Hairstyling... Study the play and meet with the director at production meetings to discuss what is needed. Check make-up supplies and order more if needed. Meet with the cast before dress rehearsal to plan make-up and/or hair, and attend first couple of performances to oversee the actors' make-up and/or hairstyling.

Stage Crew... Be a member of the backstage crew helping change scenes during the performances.

Front of House... Run the concession and the bar, hand out programs, show people to seats, be familiar with safety procedures.

Bar... Help run the Bar in the Green Room during productions and social events.

VILLAGE THEATRE AND SOCIETY OPERATIONS

Board of Directors... Become a member of the Board of Directors and help chart the course for the theatre for the following years. (Board Members are voted in at the annual general meeting held in August each year).

Artistic Direction Committee... Seek directors and plays for the following season, provide support for all ECHO productions, arrange workshops for members to improve their skills in acting, directing and the technical aspects of productions, supervise ECHO Players' scholarships and maintain the various manuals (Producers, Stage Managers, etc.).

Play Reading Committee... Become a member of the Play Reading committee whose responsibility it is to read plays, to draw up a list of plays suitable for future seasons and to organize play readings for the members.

Social Committee... Plan and help organize the events that make ECHO an exciting group to be part of. Assist in organizing social events such as Opening Night receptions, members' special evenings, barbecues, Christmas parties, ECHO's Open House and other functions for members throughout the year.

Sponsorship/Fundraising... Arrange sponsors for our productions. Assist in raising funds to make it possible to do some of the enhancements to the theatre that would make it a more pleasant place for our members and patrons.

Membership... Send information packages to prospective members. Accept membership applications and payment. Make sure new members are aware of all the areas in the Society that he or she might be interested in and encourage them to pursue whatever area they would like to become involved with. Keep membership list up to date and advise the Newsletter Coordinator and others of any changes.

Newsletter... Assist in the creation, edit and distribution of the *Bugle* newsletter to members six times per year.

Member Communications... Assist in sending Emails to members and, for those without Email, telephoning them with messages of events, calls for volunteers and auditions.

Publicity Committee... Coordinate production advertising between Graphic Artists, the Producer and newspaper representatives and the production and distribution of printed promotional material such as brochures, posters, rack and tent cards throughout Oceanside. Arrange all unpaid advertising such as press releases and arranging publicity interviews and media reviews. Arrange for the publication of the season brochure.

Season Tickets... Market season tickets and supervise their sale and distribution.

Wardrobe... Ensure all wardrobe inventories are in good condition and the wardrobe storage is kept organized and tidy. Assist persons renting costumes and assist with each production in making costumes available to the costume team and at the end of the production assist the team in returning all costumes to the wardrobe storage.

Theatre Management and Rentals... Assist in the maintenance of the Village Theatre building. As with any

old building, on-going repairs are constantly needed to ensure it functions and is safe. Participate in safety inspections of the theatre and review safety with all participants of a current production before work commences. Coordinate rentals of the Village Theatre by outside groups.

Technical... Become a member of the committee responsible for maintaining lighting, sound and other equipment.

Webmaster... Maintain the ECHO Players Web Site