

GREAT Theatre Job Description

Position Title: **Volunteer Advocate**

Status: stipend, seasonal

Reports to: Company Stage Manager

Supervises: N/A

Position Summary

As the Volunteer Advocate you are additional support for the volunteer cast and crew, advocating for their physical and emotional wellbeing. A primary goal is to be the conduit between cast and crew backstage/onstage and the creative and production team as they work in the house during tech week and performances. You will work in collaboration with the artistic and production team to foster a healthy culture that is safe, positive, efficient, inclusive, educational, and collaborative. The responsibilities may vary depending on specific show and cast/crew needs.

Job Functions

To ensure the physical wellbeing of cast and crew, you'll get to:

- Ensure first aid supplies are stocked and administer basic first aid as needed
- Monitor for and treat symptoms of physical exhaustion
- Field and address safety concerns brought to your attention
- Review run-through for potential costume quick changes
- Act as a backup and support crew as needed
- Report any volunteer feedback or observed needs to appropriate creative team or production members
- Attend production meetings during tech week after rehearsal

To promote the emotional wellbeing of cast and crew, you'll get to:

- Build and maintain relationships with volunteers throughout process
- Cheerlead everyone's good effort and hard work
- Assist in managing and mitigating conflict
- Exemplify and promote a positive morale
- Regularly check in with volunteers

This might be the job for you if

- You have a background in basic medical care either through your career or training and certifications such as basic first aid, CPR, Concussion Identification Training, EpiPen administration, etc.
- You have a thorough understanding of the process of creating theatre, preferably with experience working backstage
- You are an excellent communicator and effective listener

- You value confidentiality and are trustworthy
- You enjoy teaching and working with volunteers, students, and community members who have diverse backgrounds and skill sets
- You are a critical thinker with the ability to problem solve, adapt to change, can self-direct, are eager to grow, and have the ability to positively contribute to an anti-racist and inclusive workplace
- You support GREAT's values and operating procedures and embrace both a coaching and learning mindset
- You are invested in the community and organization, and are committed to contributing through collaboration, respect, and professionalism

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 8-10 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging. By reaching more than 60,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

23/24 Volunteer Advocate Schedule

The Volunteer Advocate generally attends rehearsals starting one week before tech week, all tech rehearsals, and all performances.

Guys and Dolls | Stipend: \$500

- Rehearsals: Sept 5, 6, and 7th from 6:00p-9:00p
- Load In: September 10 from 12:00p-6:00p
- Tech/Dress Rehearsals: Sept 11, 12, 13, 14 from 5:00p-11:00p
- Performances: Sept 15 at 7:30pm, Sept 16 at 7:30pm, Sept 17 at 2pm, Sept 22 at 7:30pm, Sept 23 at 2pm and 7:30pm, Sept 25 at 2pm (call time is 90 minutes prior to show time)
- Strike: Following final show

Little Women | Stipend: \$500

- Rehearsals: Oct 16, 17, 19 at 6-9pm
- Load In: Oct 22 at 12-6pm
- Tech/Dress Rehearsals: Oct 23, 24, 25, 26 at 5-11pm
- Performances: Oct 27 at 7:30pm, Oct 28 at 7:30pm, Oct 29 at 2pm, Nov 3 at 7:30pm, Nov 4 at 7:30pm, Nov 5 at 2pm (call time is 90 minutes prior to show time)
- Strike: Following final show

Beauty and the Beast | Stipend: \$700

- Rehearsals: Nov 13, 14, 16 at 6-9pm
- Load In: Nov 19 12-6pm
- Tech/Dress Rehearsals: Nov 20, 21, 22 from 5-11pm and 24 from 12-10pm
- Performances: Nov 25 at 2pm and 7:30pm, Nov 26 at 2pm, Nov 30 at 9:30am and 12pm, Dec 1 at 7:30pm, Dec 2 at 2pm and 7:30pm, Dec 3 at 2pm, Dec 8 at 7:30pm, Dec 9 at 2pm and 7:30pm, Dec 10 at 2pm (call time is 90 minutes prior to show time)
- Strike: Following final show

Lighting Thief | Stipend: \$700

- Rehearsals: Jan 22, 23, and 25 at 6-9pm
- Load In: Jan 28 12-6pm
- Tech/Dress Rehearsals: Jan 29, 30, 31, Feb 1 at 5-11pm
- Performances: Feb 2 at 7:30pm, Feb 3 at 2pm, Feb 4 at 2pm, Feb 6 at 9:30am and 12pm, Feb 8 at 9:30am and 12pm, Feb 9 at 7:30pm, Feb 10 at 2pm, Feb 11 at 2pm (call time is 90 minutes prior to show time)
- Strike: Following final show

Footloose | Stipend: \$700

- Rehearsals: March 25, 26, 28 at 6-9pm
- Load In: March 30 at 12-6pm
- Tech/Dress Rehearsals: April 1, 2, 3, 4 at 5-11pm
- Performances: April 5 at 7:30pm, April 6 at 7:30pm, April 7 at 2pm, April 9 at 7:30pm, April 12 at 7:30pm, April 13 at 2pm and 7:30pm, April 14 at 2pm, April 19 at 7:30pm, April 20 at 7:30pm, April 21 at 2pm
- Strike: Following final show