

The logo for Ocala Civic Theatre features a stylized 'OCT' monogram. The 'O' is a solid black circle with a white center. The 'C' is a grey circle partially overlapping the 'O'. The 'T' is a solid black shape. To the right of the monogram, the words 'OCALA CIVIC THEATRE' are stacked vertically in a bold, sans-serif font.

# OCALA CIVIC THEATRE VOLUNTEER OPPORTUNITIES

Ocala Civic Theatre is a volunteer-based organization with a small full-time staff. Our volunteers are the backbone of the Theatre and have helped make OCT what it is today. If you'd like to get involved with OCT, we welcome you to become one of our many volunteers!

OCT has a vast number of volunteer opportunities which can take up as little or as much of your time as you wish, in as many areas as you choose. So fill your leisure time with fun and treat yourself to a new experience. Learn more below:

## **ACTOR**

Open auditions are held prior to every OCT production. Anyone may try out for our shows. Previous acting experience is not required. Actors must attend all rehearsals and performances. OCT does not use understudies.

## **STAGE MANAGER**

This person serves as an assistant to a show's director, supervising the cast and crew during technical rehearsals and performances. During performances, the stage manager calls the sound/light cues over headset from the technical booth. The stage manager is expected to attend all rehearsals and must be present for every performance. Other responsibilities include telling actors when to come for rehearsals and performances, recording the director's blocking, giving line cues for early rehearsals off book, and being present at brush-up rehearsals. A stage manager should have previous experience as an assistant stage manager.

## **ASSISTANT STAGE MANAGER**

One or two assistant stage managers (ASMs) are used for each show to work backstage, telling the stage manager over headset during a performance when the actors and crew are in position to go onstage, when the crew has cleared the stage after a scene change, etc. The ASMs act as the stage manager's eyes and ears backstage for all technical preparations.

## **LIGHTING TECHNICIAN**

After the lighting designer has completed the light plot, volunteers are needed to hang lighting instruments, cut gels, and focus lights. During performances, lighting technicians run followspots and the light board. Lighting technicians need to be present at all technical rehearsals and performances, where they execute lighting cues at the stage manager's signal. Previous experience is not necessary, but the person must be trained on the Theatre's lighting equipment.

## **SOUND TECHNICIAN**

After the sound designer has completed the sound plot, the sound technician prepares microphones for each performance and works in the technical booth during the show to execute sound cues at the stage manager's signal. The sound technician is expected to be at all dress rehearsals and all performances. Previous experience is not necessary, but the person must be trained on the Theatre's sound equipment.

### **STAGE CREW**

Props crews need not have previous backstage experience. They are expected to attend rehearsals during dress rehearsal week and for performances. This is an ideal position to get to know the Theatre and how its backstage operations work.

### **SET CONSTRUCTION & PAINTING**

Many volunteers are needed to help build sets under the direction of the technical director. Most volunteer hours for this position are during the day on weekdays. No special skills are necessary, and tools and equipment are provided.

### **COSTUME CONSTRUCTION**

Costume shop volunteers work with the costume designer to build new costumes and alter existing costumes. Help may be needed in the form of sewing, distressing, or dyeing fabric; fitting or finishing costumes, or decorating hats and shoes.

### **USHERS AND TICKET TAKERS**

A crew of six to eight ushers/ticket takers is needed for each performance. Ushers come to the Theatre an hour and fifteen minutes before the show opens. They show people to their seats before the performance. No previous experience is necessary. As our most visible ambassadors, these volunteers should enjoy greeting and working with the public.

### **BOX OFFICE**

These volunteers work in the box office during the day and before each performance to sell and exchange tickets. In addition, daytime volunteers answer incoming telephone calls, provide information, and route calls to the proper department.

### **ADDITIONAL VOLUNTEER OPPORTUNITIES**

Many other volunteer opportunities are available, including house managers, dressers, rigging, Gift Box, data entry, errands, landscaping, special events, mailings, filing, and so on.

**To learn more, contact Volunteer Coordinator Craig James at  
(352) 236-2851, ext. 102, or [volunteercoordinator@ocalacivictheatre.com](mailto:volunteercoordinator@ocalacivictheatre.com).**