

Fort Wayne Civic Theatre is always looking for new volunteers to work on stage and back stage.

We have positions that range from a few hours to the entire production and performance schedule of a show.

Volunteers receive free tickets to the production that they work on. They are also invited to our annual Anthony Awards presentation and party where we honor all volunteers and achievements both on and off stage.

While we welcome volunteers with prior theatre experience we are happy to train you in any area of stage craft. Look inside and see where you might fit in to the world of Civic Theatre!



Fort Wayne Civic Theatre
303 E. Main Street
Fort Wayne, IN 46802
(260) 422-8641



Thousands of volunteer hours are contributed each year. In staging *Mary Poppins* we had over 2,500 volunteer hours in the costume shop, build and run crews.

All of our actors donate their time for rehearsals and performances, a commitment that can run up to 10 weeks.

We absolutely could not bring a production to the stage without our dedicated volunteers.



You can be a part of the magic of live theatre. Volunteer your time and talents to bring a Civic production to the stage!



Volunteers for these positions are needed prior to the opening of any production. There is flexibility in scheduling during day or evening hours.

BUILD CREW

Set builders work in the Scene Shop and on stage to construct the sets and scenic pieces that are designed specifically for each play or musical. Volunteers with some construction background are appreciated, but anyone with an interest in learning is welcome. Even if you can make it only one or two days a week, that's great.

PAINTING CREW

Painters paint the sets and scenic pieces designed specifically for a play or musical.

COSTUME CREW

The costume crew assists in making or gathering all of the costumes seen on stage. We are always in need of individuals with hand and/or machine sewing skills, but this can also involve gluing, scrounging second hand stores, dyeing and much more. Opportunities exist for hand and/or machine sewers.

Stage Management volunteers are involved from auditions through the close of a production. This ranges from a 6-10 week commitment. Hours vary by show and can include both day and evening hours.

STAGE MANAGER

The Stage Manager oversees all activities of the cast and crew during rehearsals and performances. The SM is the "right hand" of the director during rehearsals and is responsible for maintaining the director's interpretation during performances. The SM helps to create a prompt script and trains and coordinates backstage crew. The SM arrives before call time to set up the rehearsal space, runs rehearsals, calls shows, and works closely with designers involved with the production.

These positions need to be filled from "Tech Sunday" through the run of the production. These are typically 3-4 week commitments and hours are done in the evening, with the exception of Saturday & Sunday matinee performances.

BACKSTAGE RUN CREW

These volunteers work behind the scenes to prepare the set for the actors prior to each show. Responsibilities vary in complexity and physical demands. The backstage crew also checks the stage for cleanliness and order, sets the stage for the opening scene, makes scene changes of set pieces during the show and cleans at the end of the show.

COSTUME DRESSERS

Dressers assist actors with complicated costumes before and during the show or whenever costumes must be changed quickly. Dressers create efficient and systematic ways of helping an actor (or possibly more than one actor) dress in the shortest time possible and assist in keeping costumes neat and orderly.

PROPS RUN CREW

This crews is responsible for placement of props during performances (including fresh food items) and returns props to their rightful places.

ASSISTANT STAGE MANAGER

The Assistant Stage Manager is responsible for keeping track of cast members, sets and miscellaneous details during rehearsals and production of a stage performance as directed by the SM. They also attend all rehearsals and assist the SM in any assignments given.

FLY RAIL OPERATOR

Operate the fly system, most frequently during productions. Riggers must safely, quickly, and quietly fly in or fly out drapes, legs, scenic backdrops, and set pieces hung from pipes over the stage. They follow the cues as called by the stage manager.

SPOT LIGHT OPERATOR

The spotlight operator runs spot lights, generally for musical productions. During the production the spotlight operator uses the spotlight according to the plan of the lighting designer and as called by the stage manager.

LIGHTING CREW

The light crew's job is to hang, position, focus and gel (put color into) the lights. They follow the lighting plot developed by the designer. The light crew's job primarily begins the final week prior to production. Light crew members may also work during the show as follow-spot operators.

LIGHT BOARD OPERATOR

The Light Board Operator is responsible for operating the light board during all performances. Performs daily light checks at the beginning of all technical rehearsals and performance call times to ensure that all lighting equipment is working properly. May participate in hanging and focusing lights for show.

To volunteer contact:
vgardner@fwcivic.org

To be added to our audition list contact:
eramel@fwcivic.org

FOR MOST POSITIONS - NO PREVIOUS EXPERIENCE IS NECESSARY - WE ARE HAPPY TO TRAIN YOU!