

Playhouse in the Park Volunteer Manual

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Contact Information:

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Volunteer/Participant Requirements

All volunteers wishing to donate time on behalf of Playhouse in the Park must read and adhere to the rules provided in this guide. *A Participant Agreement must be on file at Playhouse in the Park in order for individuals to actively volunteer during a show or within programs at the theatre.* All forms will expire on December 31 of each year. All minor children and/or their parents must also complete this form. To see a complete list of volunteer activities available at Playhouse in the Park, please see back of Volunteer Manual.

Overall Conduct

Playhouse in the Park values its volunteers. Without volunteers, we could not achieve our mission of enriching lives by creating a broad range of theatrical programs for entertainment and education. Because the success of our mission depends upon the cooperation and participation of so many volunteers, and because each volunteer is entitled to respect, the following policy has been adopted:

Playhouse in the Park will not permit physical, sexual, or verbal abuse of others, abusive or threatening behavior, bullying, discrimination, insubordination, intentional damage to property, possession of weapons, possession or use of controlled substances or alcohol on Playhouse in the Park premises. Specific Playhouse in the Park activities may allow alcohol.

All volunteers of Playhouse in the Park must practice kindness and cooperation at all times. As any agency, with numerous volunteers and creative visions, we may not always agree. Each participant is asked to respect fellow volunteers enough to hear their ideas and work together so that all ideas are given thorough consideration.

Any individual who does not conduct themselves in a friendly, kind, and cooperative manner, and who does not comply with the rules and regulations provided in this manual, may be asked to step down from their position, as to not impede the creative progress of the program or production. The Executive Director of Playhouse in the Park and the director(s) of each production or leaders of each program are responsible for the administration of this policy.

Playhouse in the Park Volunteer Opportunities

Production Roles

Actor/Actress: Perform in productions

Box Office: Sells tickets prior to performances

Choreographer: Choreographs musical productions

Concession Stand: Provide service pre-show and during intermission

Costume Team: Make/care for costumes during production run

Director: Oversee all aspects of production, directs cast

Hair and Make-up: Provide services during run of show

Lights Designer: Work with Director to design light cues for show

Lights Operator: Operate light board during production

Music Director: Oversees development of musical performances

Props: Build or find and manage all props for a production

Sound Designer: Work with Director to design sound cues for show

Sound Operator: Operate sound board during production

Set Decorator: Decorate set for production, with Director's approval

Set Designer: Work with Director to design set

Set Builder: Follow Set Designer's blueprints to build set

Set Painter: Follow Set Designer's directions to paint set

Stage Manager: Assists Director in show management

Usher: Usher performances of each show, clean theatre at conclusion

LED Board Operator – Operate projections for LED board

Educational Programming/Theatre Troupes

Whirl - Programming for preschool-age participants

Pail of Tadpoles: Programming for 1st - 3rd graders

Basket of Froglets: Programming for 4th - 7th graders

Box of Frogs: Young Actors Guild for 8th - 12th graders

Old Duffers and Powder Puffers: theatre troupe for seniors

Penguin Project: Production for children and young adults ages 10-25 with disabilities

Summer Camp: 2 week camp for ages 6-12

Other Volunteer Roles

Board of Directors - Oversee and guide growth of the theatre

*Playhouse in the Park Board of Directors also has various committees who oversee specific areas of the theatre. Please see Lisa Copeland for additional details.

Programming Involving Minors

Playhouse in the Park takes its responsibility to provide a safe environment for children to grow and learn creatively very seriously. Playhouse in the Park has taken the following steps to protect the children participating in its programs:

- All Playhouse employees and volunteers in roles of direct supervision of educational programs, theatre troupes, and productions involving children may be asked to complete a criminal background and sex offender registry check.
- During all programming involving children, at least two unrelated adults will be present at all times.
- Parents are allowed to sit in the audience to observe all classes and theatre troupes. Parents may be invited to watch rehearsals of main stage productions at the director's discretion. This is up to individual directors or the Executive Director.
- During main stage productions in which minors are cast, an adult will be available in the Green Room to supervise children when the children are not performing.
- When arriving for rehearsals, performances, or a class, attendance will be taken. If an actor is going to be late to a rehearsal or performance, they should contact the Stage Manager as soon as possible.
- Parents must provide Playhouse in the Park a list of appropriate adults and caregivers that may be picking up children from activities. Children will not be released to individuals not on this list. Playhouse volunteers should refrain from transporting minors unless specific arrangements are made with their parent or guardian.
- In all shows involving minors, all written communications must include the Executive Director and the production director.

Reporting Abuse

It is the responsibility of each cast member, crew member, parent, and volunteer to report misconduct. If you, your child, or another individual becomes uncomfortable during any activity at Playhouse in the Park or you suspect abuse of any kind has occurred, please report your complaint immediately to the show director, program leader, or Lisa Cope, Executive Director. Reports may also be made to any member of the Playhouse in the Park Board of Directors. If abuse is suspected, you may also call the Kentucky Child Abuse hotline at 1-877-KYSAFE1 or the Kentucky State Police.

Safety Protocol

Playhouse in the Park is committed to the safety of its volunteers, performers, and supporters. All safety protocol must be followed at all times in order to protect all parties. If you are asked to perform a skill or task you find to be unsafe, ask questions!

Specialized Skills

Several volunteer opportunities at Playhouse in the Park require specialized skills and training. New volunteers may be asked to demonstrate skills prior to the use of tools and operation of equipment.

Tools and Safety Equipment

All jobs requiring the use of power tools may only be performed by volunteers 18 years of age or older, who have been trained to use such equipment. Occasional exceptions may be made with direct supervision and parental permission. Safety equipment (goggles, etc.) must be worn at all times. Hair must be pulled back and loose clothing may not be worn while working with power tools. Improper use of tools and safety equipment will not be tolerated.

Personal Belongings

Expensive items and items of importance should be left at home. Cast will be provided cubbies to use during productions. These spaces may be shared with cast mates. Cast members use these cubbies at their own risk. Playhouse in the Park is not responsible for any items that may be lost or stolen. Cubbies are to be cleaned out at Strike for each production. Items left longer than one week may be thrown away or donated to Angel's Attic.

Photography and Recording Devices

Due to copyright laws, audience members are not allowed to photograph or record shows. This is strictly forbidden. Please alert your friends and family of this rule. Professional photographs and a recording of the production may be made available to you.

Strike

Following the final performance of a production, all members of the cast and crew must remain on site for strike. Strike includes cleaning the theatre, tearing down sets, organizing props and costumes, and other miscellaneous activities. Participation in Strike is mandatory unless specific permission is granted from the Director or Executive Director.

Tobacco and Alcohol

Murray-Calloway County Parks and Recreation and Playhouse in the Park strictly prohibit the use of tobacco and alcohol within the park and theatre. Vaping is also prohibited by Murray-Calloway County Parks and Playhouse in the Park.

Backstage Areas

During rehearsals and performances, all backstage areas, including the Green Room, should remain quiet and courteous. The backstage noise level during performances must be zero. All backstage areas must remain safe, with all emergency exits free and clear from obstructions. Policing these areas is the responsibility of all cast and crew members of each production, who should take time each day to make sure the immediate area is safe and tidy.

All backstage areas are off limits to the general public during productions. Visitors are not allowed in the Green Room or backstage before, during, or after performances.

Changing Areas

During productions, there are times when performers will be changing clothes. Actors will be provided with appropriate dressing space which should be used for all costume changes. The production director or stage manager will assign dressing rooms for each show. **ONLY ONE PERSON SHOULD BE IN THE DRESSING ROOM AT A TIME** unless specific permission is given by the production director, stage manager, or Executive Director. Dressing Room curtains should be left open at all times when not used for changing.

If a performer is required to do a quick change backstage, a privacy screen will be provided and efforts will be made to ensure the utmost privacy and discretion.

Costume information

Costumes may be provided to actors for use in productions. These costumes remain the property of Playhouse in the Park. Any costume piece provided/purchased by an actor remains the property of the actor. In order to maintain the costumes for future use, actors are required to wear deodorant. Actors should never be seen in costume outside the stage. Actors are responsible for hanging up their costumes after every performance. No food or drink are to be consumed while in costume other than water. Additionally, undergarments are required at all times.

Cell Phone and Technology Use

The use of cell phones, gaming and/or other devices in the Green Room will be at the discretion of each production's Director or the Executive Director. Cell phones or other devices should never be backstage or onstage, unless required by the Director or Executive Director.

Food and Drinks

Food and drinks other than water are strictly forbidden in costume. Anyone eating or drinking in the Green Room or theatre before a rehearsal must clean up after themselves. Anyone in costume may not eat on the Playhouse Deck.

Issued Items

During a production, props, scripts, music, microphones, costumes, and other items may be issued to performers and crew members. It is each individual's responsibility to ensure great care is taken with these items and to immediately report any issues or damage to the Stage Manager or Costumer. Costumes and props are not to leave the theatre, unless it is with the knowledge and agreement of the production's Director, the Executive Director, or a member of the costume or prop team. And please remember: *If an item is not assigned to you, do not touch it.* Props and costume items should be cleared out of the theatre and Green Room within one week of a show's closing unless special arrangements are made with the production director or Executive Director.

Lobby

Once the lobby door are unlocked for the public to enter for performances (generally one hour before Curtain), actors are not allowed to be in the lobby or concessions area.

Scripts

All rental scripts and scores will be assigned at the first readthrough or rehearsal. Unless otherwise stated, only pencil markings are allowed in these materials, and those must be erased prior to turning them in. All rental scripts and scores are to be turned back in to the Stage Manager on or before a show's final performance. If these materials are not returned to the royalty house promptly, we incur an expensive fine that is not part of our normally budgeted cost. Performers who do not turn in their script may be asked to pay the cost of replacing it.

Cleaning

Please help keep the theatre spaces you are using clean and picked up. Cleaning supplies and trash bags are kept in the hall closet.

Expected Behaviors

Every person involved in any production is to be valued, regardless of gender, sexual orientation, race, and religious and political beliefs. Harassment of any kind will not be tolerated and may result in immediate dismissal from the production. This includes but is not limited to the following:

- Verbal conduct such as derogatory or sexual jokes or comments, or sexual advances
- Visual conduct such as derogatory and/or sexually oriented images
- Physical conduct such as assault or unwanted touching

Trades

Although trades of goods or services or donations from businesses can be beneficial, please do not negotiate any trades without the prior approval of the Executive Director. All trades must be pre-approved.

Parking

Because parking near Playhouse in the Park is limited, we ask that all members of the cast and crew park in the lot adjacent to the School House during productions. This frees parking spaces near the theatre for patrons.

Emergency Protocol and First Aid

At Playhouse in the Park, first aid kits are located in the Green Room, the concession stand, and in the storage room by the bathrooms. At the Playhouse Annex, the first aid kit is located in the supply closet in the lobby. *ALWAYS notify the house manager or stage manager of any emergencies, illness, problems, falls (no matter how small or insignificant) and ALL incidents no matter how minor.* Parents will be contacted before any medication is given to minors.

Evacuation Policy

Prior to each production, the stage manager and director of each show will review the evacuation policy and procedures with the cast and crew, and perform a practice evacuation. Individuals in the cast and crew may be given specific roles to assist during the event of an actual evacuation. In the event of an emergency evacuation, members of the cast and crew will calmly exit the theatre, meeting in the grassy area by the swimming pool. Individuals should not go to their cars or attempt to leave.

Payment of Expenses

Expenditures should be pre-approved by the Executive Director. All receipts must be turned in to the Executive Director within two weeks after a show's closing. This will assist in the accurate accounting of expenses per production. Expenditures requiring reimbursement will be submitted to the Board Treasurer in a timely manner.

Production Specific Rules and Regulations

The Director for each production should provide the cast and crew with show-specific information including dates and times of rehearsals and shows, call times, specific safety protocol relating to the show, production notes, and any other pertinent information. While each production is special and unique, there are many consistencies for each show that remain the same. They are as follows: