



11 South Carlen Street Mobile, AL 36606 ~ 251-471-1534 ~ joejeffersonplayers.com

## ***There's No Business Like Show Business!***

### **Volunteer Opportunities**

The Joe Jefferson Players welcome new faces -not only to the stage- but also to those interested in building sets, painting, ushering, costuming, makeup & hair, props, serving refreshments & theater management. You will make new friends & use your skills & talents to help bring quality entertainment to our community!

<p><b>HOSPITALITY</b></p> <ul style="list-style-type: none"> <li>☞ House Manage during productions</li> <li>☞ Make coffee &amp; serve refreshments at intermission/opening party</li> <li>☞ Clean up after intermission/opening party</li> <li>☞ Pick up &amp; set out food for opening party</li> <li>☞ Usher/ take tickets</li> <li>☞ Operate elevator</li> <li>☞ Decorate lobby</li> <li>☞ Direct &amp; thank other volunteers</li> </ul>	<p><b>BACKSTAGE/PRODUCTION</b></p> <ul style="list-style-type: none"> <li>☞ Help backstage during performances</li> <li>☞ Learn to run lights &amp; sound</li> <li>☞ Prop Master</li> <li>☞ Sew costumes</li> <li>☞ Repair/ store costumes after performances</li> <li>☞ Help build sets</li> <li>☞ Stage Manage</li> <li>☞ Assist directors with auditions, rehearsals, and performances</li> </ul>	<p><b>MEMBERSHIP/ BOX OFFICE</b></p> <ul style="list-style-type: none"> <li>☞ Help with mailings and printing mailing labels</li> <li>☞ Manage shifts in the box office</li> <li>☞ Checking the voicemail</li> <li>☞ Assisting patrons in making reservations and season memberships</li> <li>☞ Management of Vendini ticketing system</li> </ul>	<p><b>FACILITIES/ GROUNDS</b></p> <ul style="list-style-type: none"> <li>☞ Paint</li> <li>☞ Straighten/Organize closets, prop room, costume room, kitchen areas, lobby area</li> <li>☞ Yard care/ Landscaping</li> <li>☞ Power wash sidewalks, driveway</li> <li>☞ Parking management, signs, work with the city and utilities</li> </ul>
<p><b>MARKETING, MEDIA &amp; PUBLIC RELATIONS</b></p> <ul style="list-style-type: none"> <li>☞ Place posters in businesses</li> <li>☞ Sell ads for programs</li> <li>☞ Write copy for programs, press releases, pitch articles to media</li> <li>☞ Design and layout show and event posters and programs</li> <li>☞ Manage social media and website content</li> </ul>	<p><b>PLAY READING</b></p> <ul style="list-style-type: none"> <li>☞ Serve on committee</li> <li>☞ Read and evaluate plays &amp; other shows for consideration</li> <li>☞ Visit other theater productions</li> <li>☞ Manage recommendations from perspective directors &amp; others</li> </ul>	<p><b>FUND RAISING &amp; ADVERTISING</b></p> <ul style="list-style-type: none"> <li>☞ Work closely with the president and VP of marketing</li> <li>☞ Work "raffles" during shows</li> <li>☞ Procure items to raffle (gift baskets, paintings, gift cards, etc)</li> <li>☞ Chair special projects</li> <li>☞ Send mailings to sell ads and sponsorships</li> </ul>	<p><b>POCKET READERS' THEATER</b></p> <ul style="list-style-type: none"> <li>☞ Participate as a performer</li> <li>☞ Provide cookies for performances</li> <li>☞ Collect ticket money/box office</li> <li>☞ Participate as an audience member</li> </ul>



Set construction is usually underway from **10:00 am until 3:00 pm on any given Saturday** at our theater, except during the three weeks when a show is actually running. Please feel free to stop by, introduce yourself and pick up a hammer or paint brush.

If you are interested in becoming more involved simply email one or more of the following board or committee volunteers and we will be happy to help:

Box Office/Memberships	<a href="mailto:boxoffice@joejeffersonplayers.com">boxoffice@joejeffersonplayers.com</a>
Hospitality	<a href="mailto:hospitality@joejeffersonplayers.com">hospitality@joejeffersonplayers.com</a>
Backstage/ Production	<a href="mailto:production@joejeffersonplayers.com">production@joejeffersonplayers.com</a>
Facilities/ Grounds	<a href="mailto:facilities@joejeffersonplayers.com">facilities@joejeffersonplayers.com</a>
Marketing/Fundraising	<a href="mailto:marketing@joejeffersonplayers.com">marketing@joejeffersonplayers.com</a>
Playreading	<a href="mailto:playreading@joejeffersonplayers.com">playreading@joejeffersonplayers.com</a>
General Info	<a href="mailto:info@joejeffersonplayers.com">info@joejeffersonplayers.com</a>
Board President	<a href="mailto:president@joejeffersonplayers.com">president@joejeffersonplayers.com</a>