

OLDCASTLE THEATRE VOLUNTEER GUILD

MISSION STATEMENT

The mission of the Oldcastle Volunteer Guild is to provide added support to the Artistic Director and to the Staff of the Oldcastle Theatre company by providing excellent, equity-level theatre to the Bennington community, to expand its base of active and hands-on support by volunteers, and to facilitate quality and diverse programming. Our vision is to secure our place at the heart of the community by increasing involvement and participation throughout.

VOLUNTEERS NEEDED

I. *SUPPORT for PATRONS & VISITORS*

* USHERS – Check tickets, distribute programs, direct patrons to seating. Provide help with wheelchairs or assistive devices. Check bathrooms prior to performances. Check seating for debris and for lost & found after the show

* CONCESSIONS – Set up, monitor and replenish beverages and snacks for sale. Bake cookies, brownies, or other for sale at intermissions

* LOBBY STAFFING – Staff lobby and art gallery area each Friday & Saturday afternoon, during Oldcastle season (2-6 PM?). Staff lobby during the evening of every “Fridays Downtown” program during the Summer/Fall season. Staff lobby and gallery space for possible holiday art show/sale or for other fundraisers

II. *BEHIND the SCENES SUPPORT* (One Volunteer Coordinator Required)

* HOUSEKEEPING – Supplement regular professional cleaning with cleaning/restocking of bathrooms and light vacuuming on Wed, Thurs, Sat and Sun, during the Oldcastle season

* COSTUMES – Launder, iron, light sewing and repair of actors’ costumes

* STAGE CREW ASSIST – Building, painting and striking of sets under supervision. Acting as stage hand under supervision

* SOUND TECHNOLOGY – Operate or assist with sound system for productions, movies or other events under staff supervision

* HOUSING for ACTORS – Offer living space for visiting actors during their performance stays in Bennington

III. OFFICE ADMIN & MARKETING

* **MARKETING** – Distribution of posters and fliers by geographic area (Arlington, Dorset & Manchester, Williamstown & North Adams). Develop or review set list of sites for regular coverage

* **OUTREACH** – Establish regular communication with local senior residences (Emeritus, Sweetwood & Equinox Terrace), senior day programs and centers, local drama clubs and departments

* **OFFICE TASKS** – Light office work as needed, to include mailings, photocopies and phone outreach campaigns. Maintain donor list and create letters of acknowledgement