

JOB DESCRIPTIONS

Class Supervisors	are responsible for taking the students to the back stage door and returning them to the studio dressing rooms after performing. Supervisors of the younger groups should introduce themselves to the students and parents, to ensure the students are aware who is helping them on the day. (Supervisors must remain until all children in their group have been signed out and collected)
Dressing Room Helpers	will be responsible for attending to the student's last minute hair and makeup touch-ups- (which in most cases should be done at home prior to arrival). You will assist with the dressing and changing costumes to ensure that all the students are ready to go out on stage in the correct and complete costume.
Sign in Supervisors	Must arrive 20 min early to set up, and have sign in forms ready for the next performance before leaving. It is our duty of care to account for every child in the event of a fire/evacuation. The sign in supervisor must also remind and encourage parents who are not rostered on to leave the premises upon signing their child in.
Backstage Helpers	will be responsible to keeping noise to an absolute minimum. You will be responsible for ensuring that the corridors are kept clear. Opening and closing of the doors for the students entering/exiting the stage, and importantly not allowing the doors to slam during a performance.
Floating Help/First Aid	this role is as it suggests. Identifying and solving issues that may arise, helping those who may require more assistance. The first aid person will be responsible for students who may have special requirements or need monitoring.
Theatre Doors	are responsible for checking tickets at the door and directing patrons into the theatre into the hands of the ushers.
Ushers	must be front of house at least 30 minutes prior to the performance. The MAC staff cannot open the theatre doors until ushers have been briefed and are in place. Ushers are responsible for showing patrons to the seats and ensuring that they adhere to the theatre rules during the performance. Ushers are required to remain until the end of the performance. In the case if an emergency, the Ushers are responsible for leading patrons out of the theatre safely. (Please note# Ushers are required to wear flat closed toe black shoes and black clothing. No high heels allowed)
Program/DVD Sales	assist in the sale of programs and DVD orders. Must arrive 30 minutes prior to the opening of each performance.



All persons volunteering for any of the above positions must have a current Working with Children's Check.



You must sign in and out at the sign in table.



You must wear the badge/Label supplied.



If must wear closed in shoes.



If you are not rostered on you are not permitted to stay.



Please no younger siblings backstage.