TOPPS POSITIONS AVAILABLE ON THE BOARD OF DIRECTORS

**Vice president**- assists the president and takes over the position of President (time commitment: moderate /all year)

**Secretary-** take meeting minutes for distribution, collect actor bios from students in shows for printing in upcoming program (re-type and edit) (time commitment: minimal/ all year)

**Silent Auction Co-chair(s)-** in charge of organizing groups to solicit donations, putting together a committee to help to catalogue donations and keep track of inventory, write bid sheets, set up auction, run auction. (Time commitment: moderate/ for 3 months)

**Concession and Purchasing-** make approximately 4 trips to Costco (using TOPPS membership and debit card) to purchase candy or water. In charge of setting up concessions and cleaning up for *each* performance. Also in charge of making sure the money is locked up after the show. (Time commitment: minimal / all year)

**Candygrams-** need to make lunch size bags for everyone in the cast and crew of each show, organize candy gram writers at Tech Dinner, at the final performance put the bags together with candy and deliver them to the hallway outside backstage**.** Work with concessions and purchasing to buy small candy, individually wrapped. (Time commitment minimal /some work can be done at home, need to be present at final performance of each show to distribute candygrams)

**VIP Lounge Coordinator-** supervising other volunteers prior to show and intermission to set up/ decorate VIP room, keep food plates full and post signs directing VIPs to the VIP room. (Time commitment minimal / VIP is open for Musical and possibly spring comedy.)

**House Manager-** Oversees and instructs the ushers, regarding their jobs, making sure programs are in the house. Passing out programs, shutting doors during performance, making sure people leave out certain doors only during performance, opening doors at intermission and when show is over. (Time commitment minimal / need to be present for every show)

**Tech Dinner Co-chairs-** responsible for making pasta for everyone in the show, cast, crew, directors etc, bringing the cooked, pasta to school for Tech Dinner. (Requires a moderate amount of cooking on Tech Dinner Day). Dinner will be served by volunteers who will bring salad, bread, water and dessert.

**Seamstress-** assist Costume Coordinator with sewing. (Minimal time commitment until Tech week)

**Box Office Manager-** Learn the ticket tracker system, be available at every show to put out fires. (Time commitment: minimal / every show all year)

**Grant Writing-** responsible for writing grants and submitting application to Washington Township Schools Foundation, twice a year. Work with directors on wish lists.