

The
LITTLE

THEATRE
O F W A L L A W A L L A

VOLUNTEER
HANDBOOK

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**The Little Theatre of Walla Walla
Volunteer Handbook**

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Whether you are volunteering at The Little Theatre for the first time or returning, thank you! This handbook is designed to help you understand all facets of volunteering.

Who We Are

The year was 1944 - a war was in progress and entertainment nearly non-existent in a town crowded with air force and military hospital personnel. A dedicated group of volunteers came together and started The Little Theatre of Walla Walla. The prime objective was to produce good plays done well.

Since its inception, The Little Theatre has offered the public a full spectrum of live theatre, everything from Broadway musicals to serious dramas to sophisticated comedies. It has hosted three state one-act competitions and has sent one-act plays on to National competition. As a community theatre we strive to provide quality productions to enrich our community.

Our shows are produced during the regular season and special productions are periodically added for increased community participation. Additionally, The Little Theatre welcomes the Missoula Children's Theatre each summer to produce a children's show that involves 50-70 children from the local community.

Leadership

An elected 12-member board of directors oversees the activities, productions and practices of The Little Theatre. The Managing Director serves as the business operations leader for the organization and is involved with fundraising, volunteers, community involvement and various daily operations.

Mission

To showcase the talents of local volunteers and to entertain and enrich our community by producing good plays done well.

Vision Statement

The Little Theatre is one of the foremost community-based theatres in the Walla Walla Valley as evidenced by the following:

- Consistent excellence in high caliber, diverse, challenging theater productions that compel our community to attend, participate in, and discuss the ideas and human conditions that are presented on our stage.
- The enthusiastic commitment of hundreds of volunteers who devote their time, and talent in a uniquely rewarding environment.
- Exceptional educational programming for both children and adults that provides opportunities for enhancing life skills.
- Financial stability.
- A community treasure that has a profound effect on people's lives.

Volunteer Hours

You are making a very important volunteer contribution to The Little Theatre when you give your time to any of the activities that support our productions and events, and we truly value that gift! Please record your hours of service to the Little Theatre. Volunteer hours are part of the vital information needed when applying for funding and allow us to gauge how well we are fulfilling our mission.

Volunteer Job Descriptions

The following information is provided to help you understand the various positions for which we need volunteers. We hope this helps you decide your best fit based on your talents or desire to learn. We will be glad to train you in any area in which you are interested. Some areas need special training or mentorship for success.

Production Volunteer Opportunities:

Actors

Shows are cast through an audition and callback process. We offer a variety of roles for actors, singers, and dancers. Actors must commit to being at all required rehearsals and performances.

Backstage Crew

Helps to set the stage prior to the performance, moves scenery and props. May require heavy lifting.

Backstage Crew Head

Oversees the Backstage Crew helping to make sure everything runs smoothly, gives guidance and training to the team.

Box Office

Assists patrons by selling tickets via phone or walk-in.

Costumer's Assistant

Assists the head costumer with costume fittings, inventory, sewing/repair, and laundering.

Costume Sewing

Constructs costumes by hand or machine sewing, alterations, mending and crafting.

Lighting Tech

Assists in the creation of lighting needed for a production.

Photographer

Takes pictures that will be used with the theatre or distributed to outside entities to market the production.

Poster Distribution

Places posters in display windows or on information boards.

Props

Helps construct, procure, and/or manage props during performances.

Set Building

Works with a team to help construct the set for a production.

Set Finishing

Works with a team to decorate the set for a production

Set Painting

Assists in painting the set, once constructed.

Sound Tech

Assists in the creation of all the specific sound & sound effects needed for a production.

Ushers

Act as hosts for all performances and are responsible for preparing for intermission, handing out programs during the show and light clean up in public areas after performances.

Usher Team Leader

Provides oversight of the usher team during a performance.

Wine Service Team (Pouring or Cashier)

Serve and sell wine during the show and at intermission. Volunteers must have a MAST certification to pour wine.

Mentorship Programs

We also have key volunteer roles that require going through a Mentorship Program. We want to make sure we're doing all we can to build into each volunteer's success in the areas below. If you are interested specifically in these areas, please let us know so we can share with you our process for performing that role.

Director

Tech (Lights/Sound/Media)

Producer

Head Costumer

Stage Manager

Head of Props

General Volunteer Opportunities:

House Manager

Oversees maintenance and repair of the theatre.

Building Maintenance

Assist the house manager in maintaining the property. Volunteers must be available to take care of handyman projects around the theatre as the need arises.

Work Parties

Help with various projects throughout the theatre and grounds.

The following volunteer positions are charged with the operation of the theatre:

Board of Directors

The Board of Directors is responsible for the overall health and well-being of the theatre. Members are elected. For more information, contact the Managing Director.

Committees

There are many teams that facilitate the operation of the theatre – let us know if you would be interested in serving on one:

- Box Office
- Grant Writing/Fundraising
- Finance/Trustees
- Marketing
- Nominations
- Policies and Procedures
- Volunteers/Membership

Missoula Children's Theatre Event Staff

These volunteers assist with the summer production that is brought to The Little Theatre by the Missoula Children's Theatre.

Health & Safety Basics

Fire Extinguishers

Fire extinguishers are located conveniently throughout the building and are maintained on a regular schedule. Please see map.

Smoking

The Theatre and Henry's House are 100% non-smoking facilities.

First Aid

- First aid kits are located in the Box Office, Production Office, outside the Dressing Rooms, the backstage area, kitchen and the Sewing Room.
- The kits are regularly maintained and contain items for headache, upset stomach, minor cuts and other ailments. Please use them as needed.
- If you have any medical conditions, please inform your team leader of your needs.
- In the case of a medical emergency, notify the Stage Manager, the Head Usher, or a Board Member. For accidents that have an injury, please fill out an accident report. Accident Report forms are in the Green Room, Stage Manager's desk and the kitchen.
- When needed, do not hesitate to dial 911, the address of the Theatre is 1130 E. Sumach St.

Drugs and Alcohol

The Little Theatre of Walla Walla considers the use of impairing substances by the cast and crew inappropriate while on the premises, including in one's private vehicle, regardless of the age of the user or legality of the substances. It shows disregard for the other members of the production and causes potential liability to the Theatre. We expect you to refrain from the use of impairing substances.

Technical Areas

Please do not go on the catwalks on the sides of the stage unless you have been specifically instructed or trained to do so. In addition, only people trained or authorized may be allowed in the light booth and production office.

Security

The Little Theatre has been very fortunate in not having many problems with theft and we want to keep it that way. Since we cannot ask a volunteer Stage Manager or crew member to accept responsibility for lost or stolen items, you are strongly advised to leave wedding rings, expensive watches and so forth at home. Be sure to lock your car doors.

IN CASE OF EMERGENCY

If necessary, please dial 911. If assistance is needed, direct the responders to 1130 E Sumach St. If there's an emergency during a performance, please contact the board representative, director, head usher, producer, stage manager or committee member. An accident/incident report must be filled out. Accident reports are available at the Stage Manager station, in the kitchen and outside dressing rooms.

Emergency Phone Numbers

Always dial 911 first to report a fire, an injury requiring an ambulance or paramedic, or a crime-in-progress.

NON-EMERGENCY DISPATCH – 509.527.1960 – you would use this number in a non-emergency. They will deploy needed personnel.

General Information

The Little Theatre box office opens the Monday before opening night for Season Pass holders only, 4pm-6pm. Online ticket sales begin at 7pm Monday night before opening and are then available throughout the run of the play. Please note that online sales stop 1 hour before each performance.

Purchasing Procedure

All expenditures must be approved by the Board or individual responsible for the specific budget. Receipts are required.

Conduct

To create a safe and welcoming environment for all involved, we ask all volunteers at The Little Theatre be responsible for their conduct, this includes the following expectations:

- Please be on time and ready to work for all rehearsals, performances, or other scheduled times.
- Please be respectful of fellow volunteers, staff, directors and patrons.
- Harassment of any kind (sexual innuendos, racial slurs, etc.) will not be tolerated.
- Please be respectful of Little Theatre property, including facilities, scripts, costumes and props.
- Please review all paperwork you are given.

Sexual Harassment Policy

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- The behavior or communication interferes with an individual's participation or creates an intimidating or hostile environment.
- Someone is led to believe that he or she must submit to unwelcome sexual conduct or communications to gain something in return.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Unwelcome sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

Complaint Options:

If you believe that you have experienced sexual harassment at The Little Theatre of Walla Walla, you have the right to file a complaint.

You can report sexual harassment to any member of the LTWW Board of Directors, the Production Director(s) and/or Producer. Or, if preferred, you can request to attend the next meeting of the Board of Directors to present your complaint.

The alternative is to write out your complaint. Be sure to describe the conduct or incident, explain why you believe sexual harassment has taken place and describe what actions you believe should be taken to resolve the problem. Send your written complaint by mail to The Little Theatre of Walla Walla, PO Box 39, Walla Walla, WA 99362, email boardmembers@ltww.org, or deliver to a Board Member.

Upon receiving a complaint, a prompt and thorough investigation will take place. The Board will then determine the appropriate action.

Additional Policies and Disclaimers

Non-Discrimination Policy

As a community theatre we aspire to create an environment built on respect, belonging, collaboration and creativity. We are committed to continuing to build a creative and dynamic theatre that celebrates individual differences and diversity where everyone is treated with fairness and respect.

We welcome all people regardless of race, income, ethnicity, religion, age, sexual orientation, gender, gender identity, physical ability, veteran status, marital status or education level.

Your Contact Information

The information you provide in the "Volunteer Contact Information" section of the Volunteer Form will be included in our database. We do not sell your information.

Finally –

Thank you! The Theatre would not be able to meet its mission without the hard work of volunteers like you. We hope this will be a long, positive and successful relationship!