**PARENT LEADERSHIP**

**FULL SCHOOL YEAR EVENT BASED/EVENT BASED**

***positions that are engaged throughout the year on an event-by-event basis***

Fundraising Coordinator: Self-guided fundraising events spread across the calendar

Charity Coordinator: Per show, Broadway Cares and one or more additional outreach events

Sign Up Genius Guru- per event basis

**EARLY PRE-SHOW BASED**

***Positions that are mostly engaged in the first two months of show production usually on weekends as able***

***Mid-September-early November (fall productions) and January-end of March (spring production*)**

Set Design/Build Coordinator

Paint/Scenic Design Coordinator

Sandwich Board Distributor (delivers signs about a month before opening)

**FULL PRODUCTION BASED**

***Positions that span the entire production schedule as your time allows/with deadlines***

Costume Assistant/Coordinator *(works through rehearsals/performance as time allows)*

Playbill/AD Leader *(project spans 8 weeks at your pace. Start collecting ads after casting/ads due 6 weeks before opening/playbill draft one month before opening)-check print deadline and delivery of playbills to House Manager*

**MOSTLY TECH-SHOW WEEKEND**

***Positions that are focused on and around show weekend with some coordination right before***

Videographer *(encouraged to see a couple of dress rehearsals for filming ideas)*

House Manager (training time before shows and volunteer coordination)

Ticket Lead

Concessions Lead

Lobby Decorator

Cast Dinner Lead

Tech/Strike Buffet/Dinner Lead

**SINGLE EVENT**

***Positions that provide leadership for a singular event***

International Thespian Conference Assistant/Chaperone- TBD early January 2025

Broadway Show Field Trip assistant/chaperone- TBD February 2025

Broadway Cares Ticket Sales/Program -slated for February 20, 2025

Bucks County Playhouse Festival props & set assistant/chaperone-TBD (mid-April)

PIA -Philadelphia -TBD (mid/late May 2025)

Harlequin Club Banquet Coordinator -TBD slated for first week in June 2025

Harlequin Club Banquet Decorator- TBD slated for first week in June 2025

Summer Social Coordinator – Summer TBD by host (pool party/barbecue for club members)