



**Technical and Behind-the-Scenes  
Volunteer Opportunities  
for Lyric Theatre Company's production of  
*Mary Poppins*  
April 1–10, 2016 | Flynn MainStage**



For every person on stage in a Lyric Theatre production, there are at least three others who contribute their behind-the-scenes talents to bring the show to life. We need YOU to make *Mary Poppins* a success! Volunteers work with Lyric for many reasons. Some volunteers want to share a talent in sewing costumes, set building, scene painting or other areas. For others, it is a love of theatre and a desire to learn about the diverse aspects of this craft. Whatever your level of skill—all we ask of our volunteers is a commitment and willingness to learn. What you'll receive in return is the opportunity to try new things, learn from the many expert committee chairs, and have the time of your life! Join us. You'll find additional information on our web site: [www.lyrictheatrevt.org](http://www.lyrictheatrevt.org). (Updated 10/21/15)

### **Costumes**

The costume construction crew is responsible for making or gathering all of the costumes seen on stage. Not only does this involve sewing, but it also involves gluing, scrounging, dyeing and much more. The costume crew works together in Lyric's costume shop at our Williston warehouse or volunteers may take projects home to complete. This is one of the most fun crews in Lyric! Working on this crew also lets you sign on to be a dresser during the run of the show!

**Crew Work Times:** Monday and Wednesday, 5:00-8:00 p.m.; Sunday, 1:00-4:00 p.m.

**Contact:** Diantha Howard, [diantha.howard@uvm.edu](mailto:diantha.howard@uvm.edu) or 802-372-4341; Andi Olsen, [andrea.olsen@uvmhealth.org](mailto:andrea.olsen@uvmhealth.org) or 802-860-1950

### **Hair**

This crew work intensely during the final rehearsal week and performances but they often have a couple of earlier get-togethers to train newcomers and work out any specialized hair needs. You don't have to be a professional to join the crew.

**Contact:** Erin Evarts, [erinevartsvt@gmail.com](mailto:erinevartsvt@gmail.com) or 802-734-6777

### **House/Show Staffing**

The first Lyric folks our audience members are likely to meet are the volunteers who take tickets and pass out programs at each performance. House staff arrives 90 minutes before curtain time to attend an organizational meeting and help with pre-show projects, such as stuffing programs. Volunteers are asked to dress in black and white (white shirt or sweater; black pants or skirt) to match the "uniform" code of Flynn volunteers (also known as Spirits). Be sure to bring a flashlight. We ask for a minimum commitment of two shows, but could schedule staff for a one-show commitment if the response to our call for recruits is plentiful.

**Contact:** Bill Suiter, [wosuiter@comcast.net](mailto:wosuiter@comcast.net) or 802-863-7804; Elizabeth Wilkins, [ceowilkins@msn.com](mailto:ceowilkins@msn.com) or 802-862-2256

### **Light Crew**

The light crew's job is to hang, position, focus and gel (put color into) the lights in the Flynn. They follow the lighting plot developed by the designer and work with the production electrician who oversees safety concerns in the Flynn. While the light crew's job primarily begins the final week prior to production, the work is intense, sometimes dirty, and always fun. Light crew members may also work during the show as follow-spot operators and "trouble-shooters." If you like climbing around on ladders and in ceilings, and staying up late, this is your crew. Most of the work on lights will happen starting with load-in and initial focus the week before opening.

**Contact:** Andy Pearson, [apearson@sbschools.net](mailto:apearson@sbschools.net) or 802-318-5832

### **Make-up**

You don't have to be a professional to join this crew. The make-up team will get together for a workshop the week prior to the show and, of course, will be needed for all dress rehearsals and all shows. This crew is responsible for the transformation and the icing on the cake! This crew is the busiest during the run of the show and the MOST fun to be on!

**Contact:** Kelley Lane, [kelly.lane@comcast.net](mailto:kelly.lane@comcast.net) or 802-598-7988

## **Mardi Gras Parade**

It has become a tradition for Lyric to have a show-themed float in the annual Mardi Gras Parade. We could use help to decorate the float as well as to ride on or walk alongside the float on the day of the event.

**Contact:** Michael Tutt, Michael.tutt@comcast.net or 802-324-4219

## **Parties – Opening Night Party & Production Party**

This committee coordinates the food and beverage donations for our opening night party, as well as collecting, setting up, and serving refreshments at this special opening night event. The post-production party for cast and crew is arranged a week or so after the production. Volunteers assist with planning, set up, and clean up.

**Contact:** Open position

## **Photography**

The show photographers take photos for the program as well as staged photos for promotional purposes. They often also document the progress of the show by visiting the warehouse and rehearsal space to snap candid photos. The photographers also attend one of the dress rehearsals to chronicle the show as it readies for opening and to take a group photo of the cast and crew.

**Contact:** Tim Barden, tim@timbarden.com or 802-734-1483

## **Program**

The Program Chair collects and organizes information about the cast, team and orchestra as well as show details for this publication which is distributed to audience members during the show.

**Contact:** Linda Whalen, whalen153@aol.com or 802-862-7784

## **Promotion**

Getting the word out about *Mary Poppins* is the task of the promotion crew. This crew is responsible for creating and placing ads in newspapers, coming up with radio scripts, planning the promotional video, writing and distributing press releases, putting up posters, entering data on web calendars and other online sites, developing posts for Facebook and Twitter, contacting community gathering places such as libraries about displays, etc. Your creative ideas and an interest in making them happen are always welcome. This is the crew that “puts seats in the seats.” Our goal is always a full house!

**Contact:** Pat Boera, boerap@champlain.edu or 802-324-7430

## **Promotional Wear**

Working with the Promo team, shirt and design are chosen, ordered, picked-up and then brought to rehearsals and warehouse at various times throughout the run of the show to be sold to cast and crew. Our Promotional Wear coordinator will gladly sell you a show shirt. Other promotional products can be ordered online through Café Press.

**Contact:** Liz Villa, lizvil@myfairpoint.net or 802-879-4886

## **Properties**

The Props crew finds (or makes) everything on the stage that isn't screwed down. “Prop tarts” do everything: paint, glue, carpentry, wiring, sewing, cutting-and-pasting, flower arranging and decorating—everyone's particular talent is put to good use! Our fake food has become famous. During the run of the show the Props crew works backstage moving furniture on and off and keeping track of all the hand-props the actors carry. That crew is recruited from the volunteers who show up at work sessions.

**Crew Work Times:** Work times will be determined based on schedules of those who sign up for this crew

**Contact:** Amy Stetson, aastetson86@gmail.com or 802-872-8546; Todd Hanley, vtth382@msn.com or 802-363-0548

## **Safety & Security**

The role of the Safety and Security team (2-3 people) is to control access to the backstage area which is limited to cast and crew members on show week and patrol the stage and backstage area to insure that no safety hazards exist and if found correct the problem. Someone from Safety and Security must be at all rehearsals during show week; with enough team members, schedules allow for some time to watch the show. This job requires that you get to know the cast and crew and you get to climb two flights of stairs several times a day for exercise. If you have the interest, we'll train you to become an essential member of this team.

**Crew Work Times (at the Flynn):** 5:00-11:00 p.m. weeknights; 11:00 a.m.-5:00 p.m. and 5:00-11:00 p.m. on weekends

**Contact:** Open position

### **Set Construction**

From the visions of the set designer and artistic directors, the set construction crew creates the fabulous sets that populate the Flynn stage. Previous experience is appreciated but is not required. We teach, so anyone with an interest in construction is welcome. Even if you can make it only one or two days a week, that's great.

**Crew Work Times:** Monday, Tuesday, and Friday, 6:30-9:30 p.m.; Saturday, 9:00 a.m.-Noon

**Contact:** Tim Henderson, zeyde88@gmail.com or 802-893-1710

### **Set Decoration**

Once the sets are built, they need to be painted. That is the work of the set decoration crew. If you have any artistic talent or just an interest in painting, this is the crew for you; no experience necessary! There are things to paint and create for every skill level. This crew works hard but will rival the costume crew for being the most fun.

**Crew Work Times:** Wednesday and Thursday, 6:00-9:00 p.m.; Sunday, 1:00-4:00 p.m.

**Contact:** Cheri Forsythe, caforsythe@juno.com or 802-862-8775; Cathy Rylant, cathyrylant@gmail.com or 802-310-5900

### **Sound Crew**

The sound crew works with the Sound Designer to assemble and disassemble sound equipment prior to and after the show and assist with the needs, desires and responsibilities in this area during the show. If you have an interest or experience in sound reinforcement, your participation and skills would be greatly appreciated.

**Contact:** Rick Pingert, Rpingert@gmail.com or 802-735-2217

### **Special Effects**

If something flashes, explodes, or makes you wonder "How did they do that?" you are observing the magical work of the Special Effects team.

**Crew Work Times:** To be determined

**Contact:** Ian Ferris, ianferris1979@gmail.com or 802-999-7038

### **Stage Crew**

The stage crew work backstage moving sets, and pulling on the ropes and cables that control scenic pieces that fly. This group is recruited from the technical teams. The stage crew must be at every rehearsal during the week prior to the production and at every performance as well as strike—when we make it all go away.

**Contact:** (Belinda will identify)

### **Tickets/Box Office**

Joann Stanfield and Syndi Zook process advance ticket sales (season mailers). Tickets are currently on sale through the Flynn Center Box Office: in person at 153 Main Street, Burlington; by phone at 802-85FLYNN; or online at [www.flynntix.org](http://www.flynntix.org).

**Contact:** Joann Stanfield, joann.stanfield@uvm.edu; Syndi Zook, director@lyrictheatrevt.org or 802-658-1484

If you have an interest, skill, or talent that doesn't seem to fit into any of the above, or have any other questions, contact Producer Rob Parzych ([r\\_p67@yahoo.com](mailto:r_p67@yahoo.com) or 802-922-0247). He will be happy to talk with you about how you can become a part of Lyric Theatre Company's production of *Mary Poppins*. Information is also available on our website:

**[www.lyrictheatrevt.org](http://www.lyrictheatrevt.org)**

**Address for Lyric Theatre Company:**

P.O. Box 1688, Williston, VT 05495 | Phone: 802-658-1484 | Email: office@lyrictheatrevt.org

**Directions to the “old” warehouse:**

**From Route 2A** turn onto Marshall Avenue and right onto Leroy Road. The warehouse is on your right, last driveway just past Harvey Industries and before the sharp left onto Krupp Drive. Lyric’s portion of the building is at the far end, up against the wooded area.

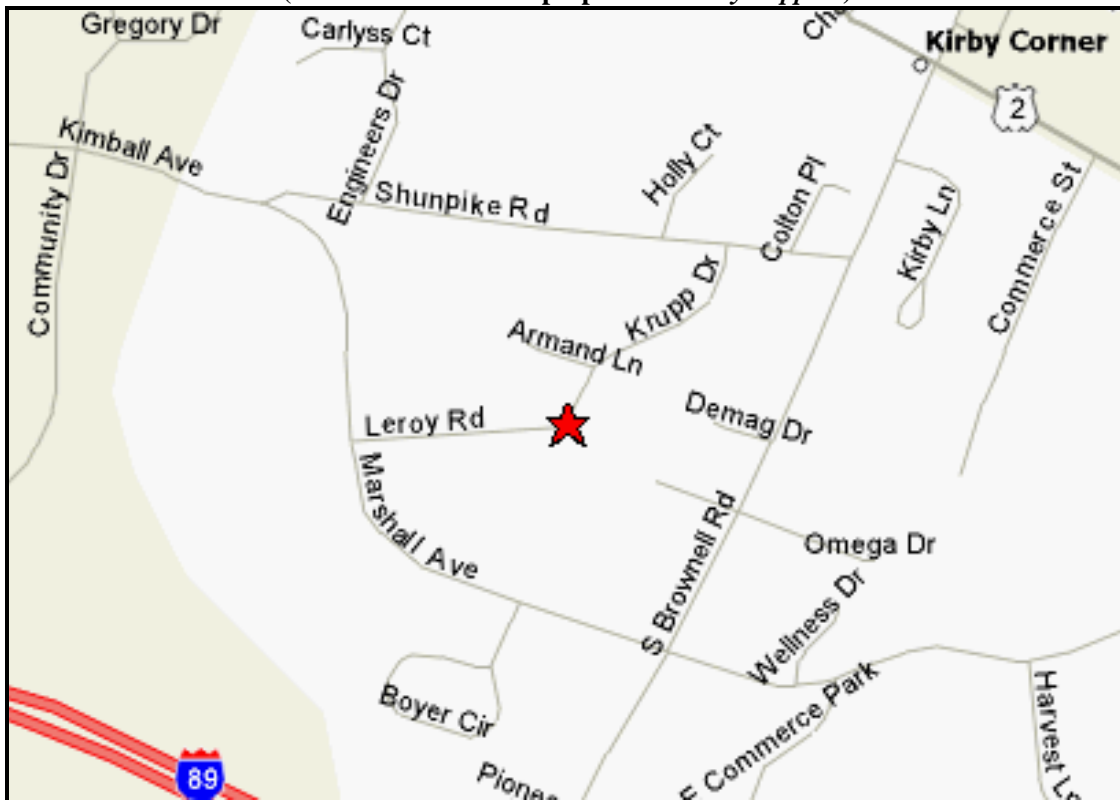
**From Williston Road (Williston)** turn onto South Brownell, turn right onto Shunpike, and take the first left onto Krupp Drive. Follow around sharp curve where road turns into Leroy Road. The warehouse is on your left. Lyric’s portion of the building is at the far end, up against the wooded area.

**From Williston Road (South Burlington)** turn onto Kennedy Drive and take first left onto Kimball Avenue (which turns into Shunpike at other end) turn at Y right onto Marshall Avenue and first left onto Leroy Road. The warehouse is on your right, just past Harvey Industries and before the sharp left onto Krupp Drive. Lyric’s portion of the building is at the far end, up against the wooded area.

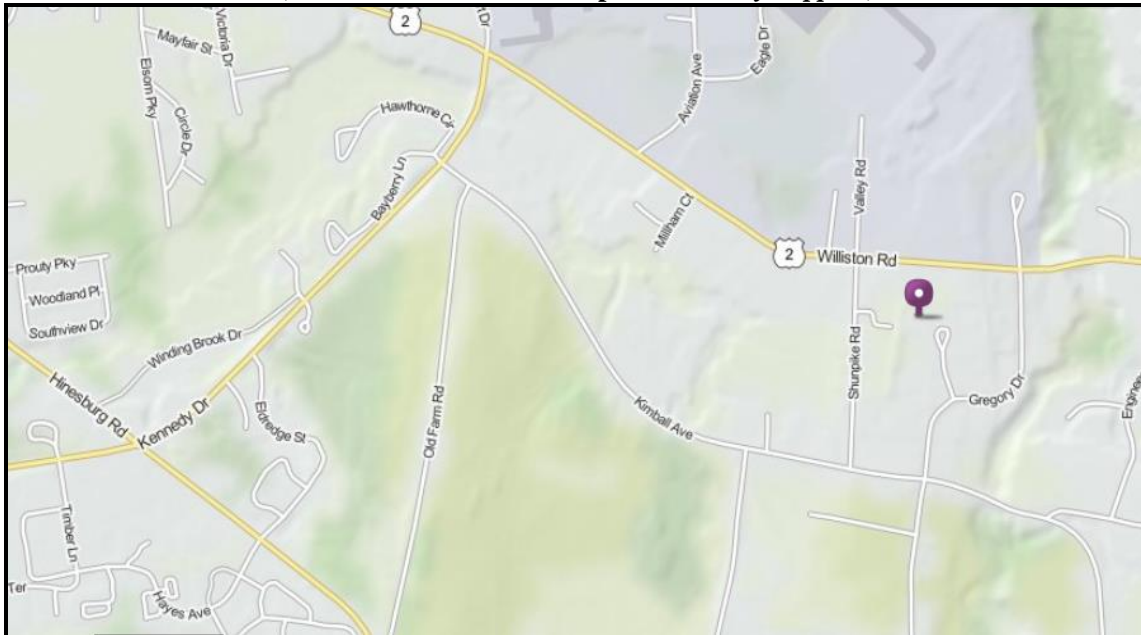
**Directions to the “new” warehouse/office:**

**From Williston Road (South Burlington)** turn onto Kennedy Drive and take first left onto Kimball Avenue (which turns into Shunpike at other end); turn left at the stop sign onto Gregory Drive; turn left onto the Green Tree Drive cul-de-sac.

**Map to the “old” Lyric warehouse, 55 Leroy Road, Williston  
(where crews work to prepare for *Mary Poppins*)**



Map to the “new” Lyric office and warehouse, 7 Green Tree Drive, South Burlington  
(where rehearsals will take place for *Mary Poppins*)



Map to the Flynn Center, 153 Main Street, Burlington  
(location of performances for *Mary Poppins*)

