

WINDSOR DANCE EXPERIENCE

NAME:

DANCER NAME:

PHONE #

E-MAIL:

WHAT CAN YOU DO:*PLEASE CHECK AT LEAST ONE BOX**

**Every Dancer is responsible for 10 volunteer hours - how will you complete them?*

MARKETING:	Help with mail outs, poster run, press releases, community calendars, gathering advertising prices, promotion to schools and acting as liason to advertising vendors.
FUNDRAISING:	Assist and aid the Fundraising Director in manual labour for bottle drive. Help organize, run and promote the gift card raffle. Organizing ticket sales for 50/50, creating give-aways for tag day, rewarding top sellers, etc.
FACILITY:	New Position! We are looking for a Facility Manager to maintain the studios for our dancers and the people we share with. Responsible for organizing and supporting space sharing contracts, getting the recycling/garbagages sorted and out on time, report any issues to qualified volunteers for fixing, making sure cleaning and bathroom supplies are stocked. Keep facility to a standard level of cleanliness and good repair. Support all cleaning days. Honorarium incl. with this position.
LOAD/TEAR DOWN:	Assist Production Manager with move to theatre. Load and move set pieces, costumes and props for the production. Set up and arrange set at the theatre. After the production, tear down and move pieces back to the studio.
COSTUMES:	Assist costume department in creating costumes for the production. This includes: hand sewing, gluing, ironing, fabric painting and machine sewing. Work can be done at home or at the space.
SET:	Design, create & construct set for production. Knowledge of painting, carpentry and construction is beneficial. Majority of work is done Tues. nights at the studio.
MAKEUP/HAIR:	Needed at dress rehearsal and during the performances. Some knowledge req.
BACKSTAGE CREW:	Duties include: Dressing, backstage supervising, keeping things organized in the wings
PROPS:	Assist in finding and creating props for production as well as managing them BS
MAINTENANCE:	Making sure the building is clean and stocked before and after scheduled dance days. This includes emptying garbagages & recycling, stocking paper products, picking up garbage, sweeping, vacuuming and mopping.
WDX STORE / FOH:	Run WDX Store on scheduled dance nights, maintaining & displaying inventory, set up and close down after rehearsals, prepare food items and beverages for members when necessary. Training required.
DONATIONS:	Every \$15 / in donations = 1 volunteer hour Check the white board for suggestions on what is needed currently
DEVELOPMENT:	Aiding in obtaining sponsorships, grants & donations. Duties include stuffing envelopes, making call backs with a script, promoting the school shows, etc.
GALA COMMITTEE:	Planning our year end event incl. location, food, cake, DJ, decorations, etc.