

ASC (ARTISTIC SUPPORT COORDINATORS) & OTHER ROLES

POSITION DESCRIPTIONS



Artistic Support Coordinators (ASCs)

Artistic Support Coordinators (ASCs) are involved backstage & front of house at our studios and theatres for supervising and assisting the performers both in rehearsals and during shows. We have an amazing community at the BCMA and being part of the backstage trials, tribulations, excitement and energy brings us all together for our common goal of putting on fantastic shows! Many laughs are had, and your children will love having you there to see the magic behind the curtain as well as out front. This is also where many of our parents' become friends and form relationships that last lifetimes.

ASC roles and descriptions

ASC Manager/s

- Take care of the ASC's
- Organise the overall running of the care of students at each rehearsal and show.
- Oversee checking in and out processes.
- Be positive, friendly and upbeat through it all.
- Problem Solve.
- Health and Safety of all
- Supervise procedures and processes

ASCs Backstage supervising dressing rooms have the following responsibilities:

- Be responsible for each child in their care from their arrival to pick up. This means having eyes on them, or knowing who does have eyes on them at all times.
- Provide dressing room supervision, assist with dressing and costumes, and help backstage with getting performers on and off stage at the right time.
- Collect and understand supplied information for each class or dressing room. This is provided with student details from the BCMA office on days at BCMA and from an allocated place at the theatre. This will include information of any medical details, contact numbers, as well as name tags for the ASCs which are worn to allow access backstage. Much of this is provided digitally with paper back-up copies.
- Familiarise themselves with the students, teachers, costumes, dances and running order of the show.
- To notate any quick changes, which side of the stage the students start and exit from and to work with their ASC partners to coordinate the group/s.
- Assist the students keeping noise to a minimum and behaviour respectful whilst still having fun.
- Maintain vigilance in regard to student privacy, regardless of gender, when they are changing in and out of costumes.
- Accompany younger students to the toilets and wait outside, or ensuring older students go in pairs.
- Be very familiar with the identity and location of the rostered First Aid officer and medical equipment.
- Attend at least one rehearsal at the theatre to be familiar with the show, costumes and performers and at least one other BCMA rehearsal.
- Volunteer for one or two shows and view another as a member of the audience (discounted tickets available).

HAIR AND MAKE-UP

- Assist with applying and maintaining student hair styling and stage make-up as directed.
- Support the design and application of character face paint where required.
- Familiarise yourself with students, costumes, routines and the show running order.
- Help manage and complete quick hair or make-up changes backstage during performances.
- Work collaboratively with Backstage ASCs, teachers and production staff.
- Ensure hygiene and safe use of all hair and make-up products and equipment.
- Help keep students calm, organised and performance-ready.
- Maintain student privacy and follow BCMA child safety requirements at all times.

Check in and Check out persons

- Have the required app downloaded and be familiar with this.
- Have back-up paper copies ready to go at all times.
- Greet students and families and check students in / out via the app
- Ensure that only registered ASC's move beyond the check in/out point
- Maintain calm and work quickly and efficiently

FIRST AID OFFICER

We require a qualified First Aid Officer to be present whenever the students are on site at the theatre.

Please check the stock in the BCMA First Aid Kit in the lead up to the shows and collect it from Paula on arrival at the theatre.

FRONT OF HOUSE VOLUNTEER ROLES

TICKET SELLERS

Please arrive 45 minutes before the show.

Collect till, float and EFTPOS machine from Paula and set up table at the front of the foyer.

Collect the door list and available ticket numbers from Paula

Be familiar with the ticket prices and age groupings for selling.

Sell Tickets.

Total up funds, bag up money and return to Paula

USHERS

Please arrive 30 minutes before the show and stay on-duty for the entire performance.

Please provide a torch if you are able.

Open the theatre doors ONLY when advised by Paula. This is when the technicians, stage crew and performers are ready.

Direct patrons to their seats.

Remain near the doors to guide people out during the performance.

KIOSK

Please arrive one hour before the show.

Turn the urn on (if required) and set up for tea and coffee
in addition to other kiosk goods.

Collect the till and float from Paula.

Sell goods.

Pack up once the show has started. Leave things under tables if there is another show, and therefore an interval. Otherwise pack up fully, including placing rubbish in bins, and give the till and takings to Paula.

BUMP IN and BUMP OUT CREWS

We require people and vehicles, muscles, enthusiasm, and energy. We may also need drills, hammers and screw drivers.

We will be moving all sets, props, costumes, screens for changing and more into and out of the theatre. This means packing, unpacking, building, dismantling and more.

Bumping out can begin as soon as each show is completed, even if there is another show on, so long as this is not disruptive.

We hire trucks when necessary but also rely on volunteers providing vehicles. We require drivers to pick up and drop off trucks from hire services.

All helpers need to have sturdy, fully enclosed shoes on at all times.

Please continue to stay available until all sets, props and costumes have been returned and put away in their various venues rather than leaving from the theatre.