



ScriptLab's
Canadian Musical Theatre Festival

Volunteers Wanted

When: November 21-26, 2006

Where: The Papermill Theatre at Todmorden Mills, 67 Pottery Road

What:

The ScriptLab Canadian Musical Theatre Festival is the culmination of two years of focused development of specific writers and works of Canadian Musical Theatre. This week long Festival, will showcase a variety of Canadian-written existing musicals and those that have gone through a ScriptLab reading/workshop/development process and have, as a result, been identified as being "ready for production".

Schedule:

Tuesday, November 21, 8:00PM start, running time: 2 hours including intermission)

Gala Opening

Concert: A retrospective of musical theatre history in Canada

Ticketed – Actors Fund benefit

Wednesday, November 22, 7:30 start, running time: 1.5 hours

Symposium on Canadian Musical Theatre, with performance of musical numbers

Thursday, November 23rd (7:30 start, running time: 2 hours including intermission)

Tribute to Norman Campbell

Reading of "Turvey"

Donations towards Norman Campbell Scholarship

Friday, November 24th (7:30 start, running time: 2 hours including intermission)

Reading of "Fireweeds" – Cathy Elliott

Saturday, November 25th (2-5 pm and 8 pm)

Matinee: 20 to 25 minute presentations of ScriptLab workshops – 6 shows

Evening: Full show of the work of a young artist

Sunday, November 26th (2-5 pm)

Readings: 20 to 25 minute presentations of ScriptLab workshops – 3 shows

Closing Reading: Moll Flanders – Leslie Arden

Positions Available

Producers

Under the supervision of the Executive Producer, to produce individual readings and performances. Responsibilities include:

- Coordinating and or selecting the creative-team; director, musical director, choreographer, setting designer, costume designer, lighting designer and sound designer (if required).
- Arranging the appropriate back-up for the creative team, i.e. the stage management and liaising with the technical director regarding technical personnel.
- Providing support materials for publicity and advertising.
- Organizing auditions and ensuring that rehearsal rooms are booked.
- Scheduling an overall timetable for the production.

Technical Director (Honorarium)

Under the supervision of the Artistic Director to develop an overall lighting plot and sound plot (if required) for the festival. Responsibilities include:

- Liaising with the Theatre Technician to determine what instruments and technology are available.
- To assess the natural acoustics of the theatre or performance space and to decide how best to amplify the sound, if amplification is required.
- Liaising with the directors to determine the style of lighting required for the performance and discussing and special effect which may be needed.
- Devising a preliminary lighting plot for the festival.
- Compiling a detailed list of lighting requirements and providing a plan showing the exact placement of the lights.
- Maintaining the quality of the lighting and sound by attending performances and reporting any problems that may arise.
- To discuss the style of the show and its musical content with the director and the musical director, and to decide upon a suitable approach to the sound design.
- Oversee the recruitment of technical volunteers.
- Supervise technical volunteer.

Volunteer Coordinator (Honorarium)

Under the supervision of the Script Lab Board recruit and supervise volunteers needed to run the day-to-day festival. Responsibilities include:

- Liaise with the technical director regarding volunteer needs.
- Liaise with producers regarding volunteer needs.
- Recruit and assign volunteers based on producer and technical director requirements.
- Schedule all volunteers.
- Recruit and assign front of house staff, ushers and box office.
- Supervise all volunteers.

Please email your interest by September 22nd to:

Michael Rubinoff, Executive Producer, Canadian Musical Theatre Festival

Email: mrubinoff@mrubinoff.com