



## Volunteer Information Package

### In the following package, you will find:

- Information about Hart House Theatre and its Staff
- What do we offer Students & Alumni at Hart House Theatre?
- Timeline Questions?
- How do I get involved at Hart House Theatre?
- How else can I get involved with Theatre at U of T?

### Additional Resources:

Please see “[Job Descriptions and Theatrical Terms](#)” package on the website for more information on specific job duties and theatrical terminology.

If you are interested in volunteering at Hart House Theatre or have additional questions, please contact:

Gillian Lewis  
Education and Production Coordinator  
Hart House Theatre  
416.978.6392  
[gillian.lewis@utoronto.ca](mailto:gillian.lewis@utoronto.ca)

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## Information about Hart House Theatre and its Staff

Hart House Theatre is the University of Toronto's *Performing Arts Leader Since 1919*. With a diverse mix of classical and contemporary work, Hart House Theatre continues its tradition of producing affordable and accessible high-quality productions for downtown Toronto audiences. Since its inception, the theatre's unique mix of young professionals, alumni, and students has garnered the theatre a reputation as a cultural destination for not only the community of U of T, but also the city of Toronto.

### The Staff of Hart House Theatre:

Doug Floyd – General Manager

Oversees the big picture planning and implementation of the theatre’s season, including budgets, payroll, rentals, staffing and artistic & educational programming.

Brian Campbell – Technical Director & Production Manager

Oversees the planning and implementation of everything that goes onto the stage (Hart House shows and rentals) as well as the hiring and managing of all production staff and budgets.

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Andrea Wasserman – Artistic Partnerships, Marketing and Community Engagement  
Oversees all artistic partnerships and theatre-community building initiatives (inside and out of the University) and all marketing, publicity and outreach initiatives put forth by the theatre, including all publicity materials, photography, videography, newsletters, media relations and communications.

Gillian Lewis – Education and Production Manager  
Oversees the student and community involvement in Hart House Theatre's initiatives. This includes: volunteers working on Hart House shows, high school coop students, U of T Festivals, as well as educational events and community outreach.

Tim Davidson and Parker Nowlan – House Technicians  
Professional theatre technician who is a member of the Theatrical Union known as IATSE. They are here for every show and are the people you ask if you have questions or concerns while working on the Hart House stage.

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## What do we offer Students at Hart House Theatre???

### **Paid Student Opportunities (Full Year):**

These student job opportunities are posted on the Career Centre website. Interested candidates should be organized, eager to learn and have a passion for Theatre. Prior Theatre experience is an asset but not required.

For current available opportunities, please visit the Hart House Theatre Website's "Getting involved in Theatre" page at <http://harthouse.ca/get-involved-in-theatre/> for more details!

### **Volunteer Positions**

Join the blend of students and professionals, actors, playwrights, dancers, directors, musicians, and technicians in a unique formal and informal educational opportunity!

### Benefits:

- Opportunities for personal development and confidence building: learn a skill and meet new people.
- Rare university opportunity that allows you to work with other students, alumni, community members, university staff and theatrical industry professionals.
- Work as part of a team towards a larger goal of a high quality theatrical production.
- You will get your name and job title listed in the Hart House Theatre Program.

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## **Assisting Professionals (Time Commitment: 2 – 3 months):**

These positions are reserved for current UofT students with experience working on theatrical productions looking to expand their craft by working alongside industry professionals. Interested applicants can forward a resume/CV and statement of interest to the Interim Education and Production Coordinator, Gillian Lewis at [gillian.lewis@utoronto.ca](mailto:gillian.lewis@utoronto.ca). The number of hours for each of these positions will be determined by their direct supervisor.

Not all positions are offered for each Production. Potential positions available are as follows:

- Assistant Director
- Assistant Musical Director
- Assistant Technical Director – a valid driver’s license is required for interested candidates.
- Assistant Designers (for either: Costumes, Set, Props, Lighting, Sound, Video)
- Assistant Stage Manager

## **Short Term Design Opportunities (Time Commitment: 2 weeks up to 1 month):**

- Head Painter – work directly with Set Designer and Technical Director. Instructs volunteer painters on the techniques and lead the work calls.
- Set Build Leaders – work directly with the Set Designer and Technical Director. Instructs volunteer set build crew on the techniques and lead the work calls.
- Wardrobe Build Crew - work directly with the Costume Designer to build, alter and repair costumes for the production. Machine and hand sewing skills required.

## **Running Crew Positions (Time Commitment: 2 weeks up to 1 month per production):**

- Lighting Board Operator - work directly with Stage Manager and Technicians. Test equipment before shows; operate lighting cues during the performances.
- Sound/Video Operator - work directly with Stage Manager and Technicians. Test equipment before shows; operate sound/video cues during the performances.
- RF Technicians – work directly with Assistant Stage Managers, Technicians and Cast. Assist with microphone placements and troubleshoot problems during the performance.
- Backstage Running Crew – work directly with Assistant Stage Managers, Technicians and Cast. Assist with scene changes, curtain operation and any other effects run from backstage.
- Wardrobe Running Crew - work directly with Assistant Stage Managers, Technicians and Cast. Assist with costume changes, wardrobe repairs and laundry.

## **Production Assistants (Minimal Time Commitments: any number of hours):**

Production Assistant is a broad term meaning general labour who participates in a specific task or many tasks to contribute to the labour requirements for the show. This might include, but is not limited to:

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- light walking
- painting
- set/prop/wardrobe builds
- posterings
- stuffing envelopes for mailings
- replacement running crew
- dressing room set up/clean up
- cleanup of set/prop/costume inventories
- audience outreach
- stocking first aid kits

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Education and Production Coordinator  
Hart House Theatre  
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## ***Timeline Questions???***

- 1. How long are production work calls? (Light walking, set building, painting, etc...)**  
Typically 4-5 hours. We can schedule around conflicts as long as we know in advance. Last minute cancellations are trickier and can result in delays in our production timeline.
- 2. When do I need to be at the Theatre for a show call?**  
Cast and crew are called 2 hours before curtain and have between 30 minutes – 1 hour of clean up after each show. Wardrobe calls generally take longer since costumes need to be cleaned and pressed between shows.  
  
For a 12pm show, you would work from 10am – 3pm; add 30 minutes on Talk Back days.  
For a 2pm show, you would work from 12pm – 5pm.  
For an 8pm show, you would work from 6pm to 11pm; add 30 minutes on Talk Back days.
- 3. Why do I have to be there 2 hours before the show if I don't have 2 hours of work to do?**  
The reason the cast and crew are called so far in advance of the show is to ensure we have enough time to trouble shoot any problems that arise. This is why we check the equipment at the top of each show call and ask everyone to sign in or check in with a specific person. Since we let the audience in 30 minutes before the show starts, we need as much time as possible to ensure all our equipment and personnel are in working order! If there are no problems, the cast and crew will have a break between finishing their pre-show duties and the start of the show. During breaks, the cast and crew can hang out in the greenroom (the kitchen/living room area).

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## ***How do I get Involved at Hart House Theatre???***

All volunteer positions at Hart House Theatre fall under the supervision of the Education and Production Coordinator, Gillian Lewis. Volunteer opportunities are available yearly from August – April.

### How to Apply:

- Contact the Education and Production Coordinator, Gillian Lewis at [gillian.lewis@utoronto.ca](mailto:gillian.lewis@utoronto.ca)
- Attend 1 Information Session for Orientation (90 minutes in length). Get your questions answered in person and a full tour of the Theatre!

Please see “**Job Descriptions and Theatrical Terms**” package on the website for more information.

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## ***How else can I get involved in Theatre at UofT???***

1. U of T Spotlight – UofT Spotlight is an initiative to enhance the engagement of students from all three campuses in theatre activities outside of the classroom. U of T Spotlight consists of one-off events and opportunities that are organized and run by students namely a series of free Workshop and the Playwriting Competition with cash prizes.  
**Email** – [uoftspotlight@gmail.com](mailto:uoftspotlight@gmail.com)    **Website** - <https://harthouse.ca/theatre/u-of-t-spotlight>
2. The Drama Coalition – The purpose of the Drama Coalition is to stimulate interest in dramatic activities within the University tri-campus community and foster relationships and resource sharing between various dramatic groups/clubs. They produce the UofT Drama Festival every February, hold awards for campus production every April as well as other networking activities and special projects.    **Email** – [utdramacoalition@gmail.com](mailto:utdramacoalition@gmail.com)  
**Website** - <https://utdramacoalition.wixsite.com/utdramacoalition>
3. Festival of Dance – The UofT Festival of Dance is Canada’s largest University dance festival, which is held every March. The students who coordinate the Festival are providing opportunities for student dancers and dance groups to perform on the Hart House stage. They advertise, review and accept submissions from dancers/dance groups, program the festival and coordinate all the details and personnel to ensure a successful dance show.  
**Email** - [uoft.festivalofdance@gmail.com](mailto:uoft.festivalofdance@gmail.com)  
**Website** - <https://harthouse.ca/theatre/show/u-of-t-dance-festival-2020>
4. There are MANY dramatic and dance societies, clubs, groups across our 3 campuses. For a full listing of all the UofT student initiatives, please see the Ulife website. Look under “Explore Campus Group” for “Browse by Interest”, and then select “Arts” for a complete listing.    **Website** - <https://www.ulife.utoronto.ca/>