

🎭 Casting Call 🎭

Classroom Jobs

- ★ **Executive Producer:** Mrs. Constantino or a Guest Teacher
- ★ **Production Secretary (1):** Answers phone. Takes messages. Writes memos for Mrs. Constantino. Takes paperwork to office.
- ★ **Director of Content (5: One per subject):** Leads groups in completing tasks. Answers individual questions regarding subject matter if the teacher is busy. (Different from small group directors.)
- ★ **Director of Photography (1):** Organizes camera crew to capture pictures of classroom and special events. Makes sure digital/video cameras are ready before an event. Is responsible for ensuring Mrs. Constantino receives pictures electronically. Assists News and Media Production Crew as needed. *Assists with class DVD.
- ★ **Camera Crew (2):** Works with Director of Photography to captures pictures of classroom and special events. *Assists with class DVD.
- ★ **Art Director (1):** Assists with set up and clean up for Masterpiece Mondays and VAPA.
- ★ **Property Master (1):** Manages and inventories classroom supplies. Submits an order/donation request when needed. Sharpens pencils daily.
- ★ **Costume Assistant (1):** Reminds class about specialty items to be worn for school spirit days. Passes out reward tickets for student participation in school spirit days, including Friday spirit wear.
- ★ **Location Manager (1):** Assists teacher with tasks and errands when the class is on location (library, kinder buddies, VAPA, computer lab)
- ★ **Set Director (4):** Makes sure the set (classroom) is clean and prepared for learning. Checks desks for cleanliness and passes out cleaning wipes for individuals to clean desks at end of day. Cleans whiteboards daily. Makes sure floor is free of debris. Dusts classroom once a week.
- ★ **Understudy (2):** Fills in for any cast member who is absent.

- ★ **Lighting Crew (1):** Turns lights on and off upon entering and leaving the classroom and when viewing videos in class.
- ★ **Stunt Coordinator (2):** Assists with gathering and returning PE equipment. Leads class in warm-ups and stretches.
- ★ **Script Manager (2):** Collects papers and assignments. Checks in homework and writes missing assignment notices. Makes sure every student has his or her name and number on every assignment. Puts assignments in number order before turning in to the teacher.
- ★ **Health Clerk (1):** Restocks tissue box. Assists students to nurse. Keeps first aid supplies filled.
- ★ **Tech Support (2):** Assists students with computer related issues. Helps Guest Teachers with classroom technology. Retrieves and returns Chromebooks as needed.
- ★ **Stage Hand (1):** Unlocks and locks doors upon entering or leaving the classroom. Hands keys to Mrs. Constantino or Guest Teacher. Sets up and puts away mats for Friday Flag. Accepts class awards at assemblies.
- ★ **Sound Technician/Boom Operator (1):** Manages sound system and microphone in the classroom and on location. Responsible for setting up audio equipment and microphone when on location.
- ★ **Receptionist (1):** Welcomes new students and guests to class. Provides a tour of the campus and explains general procedural information.
- ★ **Postal Worker (1):** Collects fan mail to be sent to post office. Checks to make sure envelopes are properly addressed. Delivers classroom mail. Puts student work and notices in mailboxes for Wednesday Envelopes if volunteer neglects to show up. Notifies Mrs. Constantino if low on mail supplies.
- ★ **Library Clerk (4):** Maintains classroom library by properly shelving books and assisting students with checkout procedures. Puts book return notices in students' Wednesday Envelopes. Notifies Mrs. Constantino of books that need mending. Assists with ordering new materials for library.
- ★ **News & Media Production Crew (Unlimited):** Writes articles and assists with production of classroom newspaper. Jobs will be assigned at first meeting.