



Dragonfly Dance
Student Showcase 2025

DANCEFLIX

A salute to iconic TV themes

Volunteer Information Sheet

Thank you for your interest in supporting the Dragonfly Dance Showcase 2025. Volunteers are vital to ensuring the event runs smoothly and is an enjoyable and memorable occasion for dancers, audience members, and the entire Dragonfly Dance community.

Volunteer roles

We are delighted to share that most of our key volunteer roles have already been taken up, either by our team or by individuals who have consistently supported the event in particular positions. The following roles have been filled:

- Stage Manager
- Backstage Coordinator
- Assistant Stage Managers for stage left and stage right
- Sound Operator
- Lighting Operator (professional supplied by the Mosaic AV)
- Front of House Coordinator
- Dancer Sign-In Desk
- Photography and Social Media

We are still looking for volunteers to help with the following roles:

- Front of House
- Onstage Backstage Crew
- Dressing Room / Green Room Crew

Keep reading for more about each of these roles, as well as

Front of House Team

Team purpose	This team is the face of the Showcase and plays a crucial role in welcoming and assisting our audience.	
When required	Performance day: 5.45pm, Saturday 1 November (Those helping set up the snack bar will be needed in the afternoon as well)	
Roles	<ul style="list-style-type: none"> • Snack Bar Assistants • Ushers 	
Report to	The Front of House team will be supervised by Front of House Coordinator (Cathy Chittleborough)	
Responsibilities	<p>Ushers</p> <ul style="list-style-type: none"> • Welcome guests • Check tickets • Distribute programs • Ensure doors open and close on time • Liaise with Stage Manager to communicate • Direct attendees to seats <p>Snack Bar Assistants</p> <ul style="list-style-type: none"> • Sell snacks and drinks (including alcohol) – payment will be by EFT tablet and/or cash • Help setup the bar before the show • Help pack up the bar at the end of the night <p>All</p> <ul style="list-style-type: none"> • Ensure front of house is tidy and free of rubbish <p>Note: At least one member of the Front of House team needs to remain in the foyer at all times during the performance. This can be rostered so everyone has a chance to see some of the performance.</p>	
Key times	1pm	Refrigerate drinks and setup the snack bar
	5.45pm	Front of House team huddle (all front of house team members required)
	6.15pm	Foyer doors (and snack bar) open
	6.45pm	Auditorium doors open for seating
	7pm	Performance commences
	TBC	Interval
	TBC	End of interval
	TBC	End of show and pickup

Onstage Backstage Crew

Team purpose	This team works in close coordination with the Stage Manager to ensure the smooth flow of the performance. They manage the wings, props, and stage entrances/exits.	
When required	Dress rehearsal , 1-5pm, Sunday 19 October Performance day , 2-10pm, Saturday 1 November	
Report to	Stage Manager (Jo McDonald)	
Roles	Wing Support	
Responsibilities	<ul style="list-style-type: none"> • Help setup and packup for dress rehearsal • Set and clear props on stage at correct times and collect them afterwards • Assist dancers entering and exiting the stage smoothly • Keep wings organised and safe, ensure clear pathways, ensure dancers can't be seen by audience • Help guide dancers on and off stage for final bow • Maintain quiet and professional focus side-stage • Ensure stage and auditorium are clear of rubbish and belongings at end of show • Follow Stage Manager's directions promptly and accurately 	
Key times	Dress rehearsal	
	12pm	Arrive at studio to help setup
	12.30pm	Crew pre-rehearsal huddle
	1.00pm	Dancer and crew pre-rehearsal huddle
	1.30pm	Start the full run through
	4pm	Break
	4.15pm	Final bow rehearsal
	5pm	End of rehearsal and packup
	Performance Day	
	2pm	Arrive at theatre
	2.20pm	Pre-theatre rehearsal huddle
	2.45pm	Start full run through (tech rehearsal)
	5.15pm	Break
	6pm	All dancers and crew backstage
	7pm	Performance starts
	TBC	Performance ends and pack-up

Dressing Room and Green Room Crew

Team purpose	This team supports dancers in the dressing room and green room areas. They ensure dancers are performance-ready, gather groups at the correct time, and escort them to the stage entrance	
When required	Dress rehearsal , 1-5pm, Sunday 19 October Performance day , 2-10pm, Saturday 1 November	
Report to	Dressing Room / Green Room Coordinator (Owen Masson Gray)	
Roles	<ul style="list-style-type: none"> • Hair and makeup support • Costume support • Dancer coordination 	
Responsibilities	<p>Hair and makeup support</p> <ul style="list-style-type: none"> • Help dancers with hair and makeup at dress rehearsal and performance • Ensure dancers' hair and makeup meet requirements <p>Costume support</p> <ul style="list-style-type: none"> • Check dancers' costumes to ensure all correct • Assist with costume changes and organising costumes (hanging, preparing for quick changes etc) • Minor repairs/alterations, steaming/ironing • Help with quick changes <p>Dancer Coordination</p> <ul style="list-style-type: none"> • Gather groups and escort them to the stage entrance on time • Keep the dressing and green room spaces organised • Provide calm, supportive presence for dancers <p>All</p> <ul style="list-style-type: none"> • Respect backstage as a private space for performers (no unauthorised visitors or photos) 	
Key times	Dress rehearsal	
	12.30pm	Crew pre-rehearsal huddle
	1.00pm	Dancer and crew pre-rehearsal huddle
	1.10pm	Help dancers with costume s and hair
	1.30pm	Start the full run through
	4pm	Break
	4.15pm	Final bow rehearsal

	5pm	End of rehearsal and pickup
	Performance Day	
	2pm	Arrive at theatre
	2.20pm	Pre-theatre rehearsal huddle
	2.45pm	Start full run through (tech rehearsal)
	5.15pm	Break
	6pm	All dancers and crew backstage
	7pm	Performance starts
	TBC	Performance ends and pack-up

Your commitment

If you sign up as a volunteer, you're making a valuable contribution to the success of the Showcase. In return, we ask you to commit to the following:

Reliability	Arrive on time for your scheduled shift and commit to the full duration.
Team Spirit	Work respectfully with coordinators, dancers, and fellow volunteers.
Professionalism	Remember, this is a live performance environment—calm, clear, and considerate communication is essential.
Confidentiality	The backstage area is a private space for dancers; please respect their privacy.

Dress code

Backstage	Dark, plain clothing to remain unobtrusive.
Front of House	Neat, smart casual attire.

How to get involved

To register your interest in volunteering for the Student Showcase, please complete the **Volunteer Registration Form** at www.dragonflydance.com.au/showcase2025

On the form, you can:

- Indicate which role(s) you are interested in.
- Share a little about your experience and why you would like to volunteer.

Please note: completing the form does not guarantee a volunteer role, as we may receive more registrations than positions available. We will confirm with you whether you have been allocated a role.

Key Dates

Volunteer Registrations close	Wednesday 8 October
Notification of outcome	Friday 10 October
Dress Rehearsal	Sunday 19 October
Performance Day	Saturday 1 November

More information

First, visit www.dragonflydance.com.au/showcase2025 to see information published on our website.

If you still have questions, email info@dragonflydance.com.au or phone 08 7073 2069.