



FAQ ON VOLUNTEERING FOR THE NECESSARY STAGE

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Administrative FAQ

What are some aspects of administration?

The administration department is split into a few sectors:

- Main Season
Our main season covers productions directed and written by The Necessary Stage's directors and playwrights. It showcases works ranging from the experimental to community.
- Theatre for Youth and Community
It is our outreach branch where we bring arts to students through educational workshops and plays in schools, as well as the community through the staging of plays, conducting focus groups and workshops, and working with VWOs/NGOs.
- Publicity/Marketing
Publicity and marketing work cuts across all the various departments. It includes print publicity, media relations, advertising, joint promotions and other facets of creating links between the company and its audience.
- Archival
We try to keep a record, in various mediums – photos, videos, CDs, etc. (in hard and soft copies), of the plays that the company has produced, articles and programmes about the company, its plays and its artists including reviews, interviews, TV features, etc.
- Fundraising
The company holds a fundraiser every year. This ranges from letter appeals to events.

I don't know anything about theatre. Will I get training?

The only things that we look out for are passion, good working attitude, discipline, initiative, responsibility, a willingness to ask questions, an open mind towards doing menial tasks and learning, ability to take instructions.

We will also take into account your past experiences in other areas such as school projects, past volunteer experiences with other companies, working experience etc.



Required skills will be imparted through on-the-job, hands-on training.

We believe that volunteers gain more by learning through experiencing and through interaction with other more experienced volunteers and staff.

- Workshops
From time to time, there will be special interest workshops conducted. Previous workshops conducted include Lighting, Production and Sound.
- Internship / Temporary jobs
Volunteers who have been regular and who have the potential may be selected for temporary jobs or an internship where you will get to be involved in the area of theatre you are most interested in as well as different aspects of theatre.

What areas can I help out in?

There are different aspects of administrative work where volunteers can come in. It is also dependent on the time line of the project and tasks, the time that the volunteer can commit and also the experience of the volunteer.

- Mailouts
Assist the administrator in coordinating volunteers for mailouts or to help out with the mailing out process. We send out flyers or information of our upcoming productions or projects to our mailing list, corporations, schools, media etc. This task is very flexible in terms of timing.
- Distribution
Being a non-profit company, we do not have the budget to employ a company to help us to distribute flyers to outlets so we need volunteer help to distribute flyers to various parts of Singapore. Aside from this, we also source for new venues to place our flyers and call up distribution outlets to request for permission to place our flyers.
- Data-Entry
Assist the administrator with the keying in of information into our databases, for example updating the TNS mailing list, volunteer list, sponsors/donors list, school lists, publicity lists etc. Volunteers need to be meticulous, responsible and careful. Timing is also very flexible, though it may be restricted to office hours.
- Front of House Crew / Manager
Assist the front-of-house manager with front-of-house duties that consists of ticket - tearing, ushering, selling programmes, giving out and collecting feedback forms, and collating feedback statistics. Generally, front-of-house is involved with building relationships (however brief) with the audience and providing them with a pleasant experience before the audience enters the theatre and after they leave the theatre. The front-of-house manager will be involved in preparations for front-of-house including opening night receptions, getting volunteers, coordinating volunteers, décor for front-of-house, and preparing materials required for front-of-house.

- Publicity
Assist the publicist with sending out flyers and press releases, organising and trawling through the archives for materials on past productions for reference/ press stories and preparing for festival and book launches.
- Tele-marketing / Gathering information
Assist the administrator with marketing our productions to schools and corporations. We also have a charity project called the Triangle Project where we match voluntary welfare organisations (VWOs) that want to watch our productions with donors who are willing to sponsor their tickets. This project requires us to contact the VWOs to inform them about the Triangle project by phone or fax and we also have to source for sponsors for these VWOs, which involves mailing, faxing and contacting potential sponsors. We send a lot of invitations for our opening nights and also require help in sending out the invites and calling the invitees for their RSVPs.
- Transcription
To transcribe interviews, focus groups or rehearsal processes that have been recorded in video, MD or cassette formats.
- Online repository
Assist the publicist with translating text in hard copy to soft copy format for archival purposes and also for the TNS' website.
- Research
Range from market research to research for a particular production. Ad-hoc basis.

How much time is required of me?

It depends on your interest, experience and availability. Generally, our timings are pretty flexible and we try our best to accommodate to your timings or to find a compromise.

- Long term project basis
For those who want to be more involved in a particular project and who are willing to commit 2 to 6 months depending on your role and the needs of the administrative assignments. Volunteers are expected to commit to the time frame stated, which will depend on what you have discussed with the administrator in charge of the production. The tasks will range from marketing including telemarketing, publicity, in-depth research, triangle project, looking for sponsorship, distribution. Some data-entry duties may be involved. This is just a rough guide. The commitment and schedule varies from production to production so this is one area we will discuss before you come on board to volunteer on a long-term project basis.
- Long term weekly basis
For those who can afford a specific time frame over a long-term period for a few hours on a weekly basis. The tasks that we may assign include various administrative tasks ranging from data entry, maintaining archival rooms, research, transcription, front-of-house



management, coordinating mailouts, distribution etc. These tasks may not be project related but it is related to general administration. It is also dependent on the projects that we have on hand.

- Ad-hoc
For those who can only afford a few days or a few hours to help. Help with mailouts, data-entry, distribution runners and front-of-house as crew etc.
- At home
For those who don't have the time to help out at our location and during our volunteering hours. Help with transcription, translating hard copy to soft copy of articles etc, telemarketing, research.

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PRODUCTION FAQ

I don't know anything about backstage. Will I get training?

Required discipline and skills will be imparted through on-the-job hands-on training. Volunteers without experience or knowledge of backstage work will be required to do a stint in the administrative aspects so as to get a feel of what goes on in a theatre company, before embarking on production-related volunteer tasks.

We believe that volunteers gain more by learning through experiencing and through interaction with other more experienced volunteers and professionals.

- Workshops
From time to time, there will be special interest workshops conducted. Previous workshops conducted include Lighting, Production and Sound.
- Internship
Volunteers who have been regular and who have the potential are interviewed and then selected to undergo an internship where the volunteers will get to be involved in the area of theatre they are most interested in as well as different aspects of theatre.

What areas can I help out in?

- Props & Sets
Assist the director and designer to establish an overall concept and visual style for the play. Help designer source and buy props in line with the design and look of the play. May be involved in construction, painting and dressing of set and props. During the duration of the

run, the props and set assistant maintains the condition of the props and set and also prepares the set and props for actors use.

- Costume/ Hair/Make-up
Assist the director and designer to establish an overall concept and visual style for the play. Helps designers source and buy costumes in line with the design and look of the play. May be involved in sewing, alteration, and even making of costumes. On show, the costume assistant helps the Wardrobe Mistress maintain the condition of costumes and prepares the costumes for actors use. They also assist in costume changes.
- Stage Crew
Assist the stage management team in carrying out scene changes and also in preparing the stage for show. Stage crew are also runners and are relied on to carry out simple but important tasks. No task is too small for a stage crew.

I am interested in sound and lights but I have no experience. Can I start out in the area?

At The Necessary Stage, volunteers progress from simpler duties to more complex ones. As such, a newcomer would not get the chance to volunteer as a sound or light operator immediately. However, you may express your interest in the area and after you have gained enough knowledge of how a theatre production is run, we might give you a position in lighting/ sound if there are vacancies. There are definitely opportunities to get a start in lights and sound.

How much time is required of me?

It depends on your interest, experience and availability.

- Long term Production Related
For those who want to be involved in productions. Rehearsal periods range from 2 to 6 months. Depending on your role and the needs of the production, you might need to come in at least 2 months before the show opens. Volunteers are expected to commit to all dates of the shows including the set-up period before the show opens. They should also be able to attend all rehearsals in the last month of rehearsals. This is just a rough guide. The commitment and schedule varies from production to production so this is one area we will discuss before you come on board to volunteer on a production.
- Ad-hoc
For those who can only afford a few days or a few hours to help. Help with last minute things eg. Helping production move into theatre, painting set pieces, upkeep of the production department, cleaning up and maintenance of props and costumes, etc.