

POPS: Job description

Position Title: WHS Fall musical potluck coordinator

Purpose: Responsible for organizing the potluck for the cast, crew, pit and staff of the fall musical at WHS each November on the evening of the dress rehearsal (usually Wednesday of tech week).

Key Responsibilities:

1. Touch base in early September with the Drama Rep about your ideas for the musical potluck.
2. During Sept and October organize and coordinate decorations, setup in the cafeteria and food donations.
3. By November 1 setup a sign up genius for volunteers to bring in food donations.
 - Coordinate with Drama Rep who will have solicited volunteers for the potluck set up, serving and clean up. Ensure that adequate volunteers have signed up.

Time commitment: 1-2 hours in September, an hour a week in October, and a few hours in November with the heaviest being tech week.