



Ruth Asawa San Francisco School of the Arts Theatre Department Parent Liaison Role and Responsibilities

The Ruth Asawa SOTA Theatre Department Parent Liaisons play an important role in supporting the work of the Department's 79 Students and 12 Theatre Department Performances (25 individual shows). Working under the direction of the Director and/or Assistant Director of the Theatre Program, Parent Liaisons:

- Represent the Theatre Department at all major Asawa SOTA events, including: Back to School Night, Auditions (First and Second Round), New Student Orientation, and various Community Events as needed.
- Serve as the Theatre Department Representative with the FOSOTA Annual Fund Drive (reports to Colleen Ivie, Executive Director of FOSOTA), and supports any fundraising projects as directed by FOSOTA (**Please Note: ALL** fundraising activities - regardless of size or scope - must be approved by FOSOTA and signed off by the Department Director. Events must not conflict with scheduled Theatre Department Performances)
- Serve as Parent Lead during Theatre Department Special Events (Best of Bootcamp Potluck, Pie Day, Theatre Department Workdays, etc.) as directed. Handle the coordination of the event (setting up sign up genius form, organize parents for set up and clean up)
- Attend and represent the Theatre Department at the Asawa SOTA Parent Liaison Committee meetings, and forward any necessary communications via email to the Director and/or Assistant Director of the Theatre Program.
- Represent the Theatre Department with the Asawa SOTA PTSA as needed.
- Assist with recruiting parents to volunteers to provide donations for Concession Sales and serve as Lead Concessions volunteer during Theatre Department Performances.
- Organize potluck meals for Cast & Crew during weekend rehearsals and two performance days.
- Assist with other tasks as directed by the Director and/or Assistant Director of the Theatre Department.

Appointment and Terms: The Theatre Department Parent Liaisons are selected by the Director and/or Assistant Director of the Theatre Program and serve for one school year. New or additional Liaisons can be appointed at any time based on Theatre Department needs.

Please Note: The following must be said, so that there are no misunderstandings and, therefore, no hard feelings. "All students, parents, artists, and teachers truly appreciate everyone who volunteers to help out, and we cannot do it without you. However, volunteering does not give any student in the Theatre program special treatment regarding any school year required assignments or productions, or can it reflect on their class work grade or advancement."