



Madrigal Dinner Job Descriptions

Many hands are needed to bring forth our 10th Anniversary Elizabethan Evenings (a.k.a. Madrigal Dinners) on December 9th & 10th. There are tasks to fit every schedule, no experience is required and there is fun and good food for all. If you are new to Emerson, taking a shift one night and enjoying the dinner as a guest on the other is a great way to get to know fellow Emersonians.

Please sign up for one of the tasks listed. Below are brief descriptions of the main jobs available and the approximate times you will be needed. Child care is provided for Emerson workers and guests.

Behind the Scenes – there will be detailed instructions for each position

Food prep & salads: 2-3 hours at the Chapel on Friday & Saturday afternoons.

Prepare cheese plates, butter dishes, wash fruit, make salads, wassail, and coffee. Set out serving pieces, platters, etc. **(4-5 each afternoon)**



Table Set-up – 2-3 hours at the Chapel on Friday and Saturday afternoons. Set the tables with plates, glasses, etc. includes table decorations. **(1-2 each afternoon)**

Cooks (all recipes provided): prepare Pork Tenderloins, Chicken Thighs, Sweet Potato Casseroles, Green Beans with Almonds (Food is prepared at your home and brought hot to the Chapel. (About 6:00 pm) We serve dinner family style.

Kitchen Supervisor (1 each night): Arrive at 1:00 p.m. Supervises overall operation from start to finish, including directing servers & stewards, table set-up, food prep, intake of cooked food, plating of dishes for serving. Also, **1 assistant supervisor for each night** to fill in where necessary.

Kitchen Helpers (2 each night) – work behind the scenes to ensure all food is served quickly and efficiently including coffee and dessert. Prepare plates for servers to bring into dining hall. Scrape plates in preparation for dishwashing. Arrive at 6:00 pm – finish about 10:00.

Kitchen Clean-up & Dishwashers– (4 each night) arrive at 8:30 pm. Wash and dry all dishes, glassware etc. On Friday, these may be stacked in the Hearth Room (finish about 11:30 pm). On Saturday night, they must be boxed up and taken to the basement (finish about 1:00 am.) Responsible for taking out the trash both nights.

Serving Wenches & Knaves (12 each night) and Wine Stewards(2 each night) – arrive at 6:00 pm. Make sure their tables are properly set. Light candles. Serve food as directed. Clear the tables throughout the evening. Finish at 10:30 pm. You will serve 100+ meals per night. You get to eat during the Masque (after dessert is served.) 2 adults are needed each night to act as wine stewards. They are responsible for opening the bottles and keeping the guests happy. We will try to provide some costuming for you.

Room Set-up: Thursday night Dec. 8th. 6:00 pm. Arrange tables and chairs, put on tablecloths. Hang banners if not already up. **2-4 people** – will take about 1 hour.

Saturday Night Restoration Team to insure the Sanctuary is ready for Sunday Service. (4-6 people)

Miscellaneous:

Decorator to design table centerpieces;

Ticket sellers (2 each week) for all Sundays in Nov. & Dec. 4 following the service;

Creative Thinker/Graphic Designer for program design and place cards.

Food shoppers (2) on Thursday to purchase items on grocery list and deliver to Emerson & put away (about 3 hours)

Costumers (1-3) to clothe Lordes & Ladyes and servers.;

16th Century Entertainers with “special skills” i.e. instrumentalists, juggles, tumblers, belly dancers, actors; and ??

