



2010 VOLUNTEER ASSIGNMENT DESCRIPTIONS

Please Note – All Volunteer Assignments include returning the venue to its pristine condition.

Office Assistance

Duties include:

- ◆ Report to office at designated time (see Office Shift Sign up Sheet)
- ◆ Assist Staff in the following:
- ◆ Answer phone
- ◆ Ticket Sales
- ◆ General Office duties

Greeters/Ushers

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Stand at designated entrance and greet guests with a smile
- ◆ Check out wagons to guests (requires holding drivers license until wagon is returned)
- ◆ Assist concertgoers with chairs, blankets, coolers as needed Circulate in lines greeting guests, answering questions & offering assistance when needed
- ◆ Provide wheelchair assistance
- ◆ Distribute champagne & wine to sponsors when appropriate
- ◆ Distribute programs
- ◆ Take surveys (in line or during picnic); return surveys to Volunteer Coordinator
- ◆ Assist at Sponsor Gate
- ◆ Chair Rental
- ◆ Venue clean up

Hospitality

Duties include assisting Production Coordinator to:

- ◆ Report to concert at designated time
- ◆ Set up green room for the artists
- ◆ Help with backstage needs
- ◆ Coordinate cars & drivers to pick up artists when appropriate
- ◆ Develop itinerary to insure artists arrive for rehearsals, sound check, & designated locations at the designated time
- ◆ Coordinate rehearsal space, meals, etc. for orchestra when appropriate
- ◆ Assist other areas as needed
- ◆ Venue clean up

Sales (Logo Wear, Pottery, Posters, CDs)

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Assist with setup and display at each site
- ◆ Be cheerful & outgoing
- ◆ Sell posters
- ◆ Sell logo wear such as t-shirts, sweatshirts, and hats
- ◆ Sell cups and plates
- ◆ Sell water
- ◆ Chair rental
- ◆ Maintain list for sponsor discounts
- ◆ Sell Artist's CDs
- ◆ Reconcile bank at end of evening
- ◆ Maintain inventory of merchandise
- ◆ Assist in dismantling the sales displays at end of concert & aid in loading
- ◆ Venue clean up

Parking

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Organize the parking and driving patterns, when necessary
- ◆ Advise staff when shuttles might be appropriate & set up shuttle service
- ◆ Answer questions & give directions to concertgoers
- ◆ Traffic control before & after concert
- ◆ Assist with street crossing
- ◆ Set up signs & cones for designated parking areas when required
- ◆ Check sponsor parking passes
- ◆ Monitor sponsor, artists & volunteer parking areas when required
- ◆ Venue clean up

Security

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Patrol perimeter of site checking for unauthorized entry
- ◆ Guard ticket entrance areas
- ◆ Guard specified parking areas
- ◆ Guard instruments backstage when required
- ◆ Empty trash cans throughout evening & replace bags
- ◆ Work with stage manager to ensure easy trash disposal & pickup
- ◆ Venue clean up

Sponsor

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Set up & help sponsors with seating in their area
- ◆ Have rental chairs at the sponsor gate
- ◆ Plan and coordinate picnics for Conductors Circle
- ◆ Assist Ticket Team with Medallion & Board Members at Sponsor Gate
- ◆ Assist Parking Team with sponsor parking when appropriate
- ◆ Venue clean up

Stage

Duties Include working with Production Coordinator to:

- ◆ Help set up stage, including orchestra chairs, stands & lights.
- ◆ Assist backstage
- ◆ Tear down stage at night
- ◆ Venue clean up

Tickets

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Be willing to work in any of the following areas as assigned:
 - ◆ Ticket Sales (settle bank after Intermission)
 - ◆ Ticket Takers (count ticket stubs after Intermission)
 - ◆ Preferred Section (check tickets for “preferred”)
 - ◆ Will-Call
 - ◆ Season Pass (punch season passes upon entry)
 - ◆ Medallion/Sponsor Table
 - ◆ Venue clean up

Floaters

Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Be willing to assist in any of the above areas
- ◆ Venue clean up