

CITY. OPERA. HOUSE

VOLUNTEER ACTIVITIES

These are some of the various ways City Opera House relies on its valuable volunteer staff. (Note: abbreviation COH = City Opera House)

Front of House

Working the Front of the House includes: smile, meet and greet everyone; ushering and late-seating; ticket-taking; stuffing programs; handing out programs; monitoring access through the front and back house doors; assuring “no door slam” during events; assisting with the lift in the balcony; light clean-up after the audience has left the seating areas; etc. All activities occur in the front of the House, not in the talent/stage part of the building/show.

There is no guarantee that you will be able to see the show for which you are volunteering. However, when scheduling volunteers, COH will attempt to have each person rotate assignments so that you would have the opportunity to see at least some of the shows some of the times.

Volunteers show up for the pre-show meeting about .5 hour before doors open, which is about 1.5 hours before curtain. This allows the House Manager time to inform the volunteers about the show specifics, and for all volunteers to be in place before the doors open. The shift ends about 15 minutes after the patrons have vacated the performance or reception area. You will work directly with the House Manager, and at times with a Lead Volunteer.

Box Office

Those volunteering to work the Box Office will be trained in the computer system which is used to sell tickets. You might choose to work several hours during the weekly box office hours, or before and during the first part of an event. You might also assist with Will Call ticket distribution. You will work with the Ticket Office staff.

Street Team

The Street Team assists in circulating and posting notices of shows in local businesses and public venues. Volunteers select the geographical area and sites where the posters are placed. Generally, you would work 2 hours about twice a month. However, the posters delivery can be worked into your normal life and travels in the region. Bring a friend, walk and talk while you spread the word for the COH shows. You will work through the Marketing Director.

Merchandise Sales

Sometimes a performer or group might have merchandise to sell during and after a show. Merchandise might be CD's, posters, T-shirts, etc. If you enjoy a fast pace during the sale times and you can count \$, this might be your job. You will be responsible for monitoring the sales table and the cash box, neither of which can be left

unattended. Generally, merchandise sales are in the 2nd floor lobby where you will be able to hear the performance on the house speaker system. If there are enough volunteers, you would share this responsibility with another person. The House Manager or COH staff will always have the ultimate responsibility for settling the count and accounts at the end of the event. You will work with the House Manager or the Box Office Manager.

Decorating

This is one of the most fun and casual activities according to those who participate. Sometimes the House will need special decorations—like for the holidays. An artistic eye is nice but is not necessary. And, what goes up must come down! There is also the un-decorating and storing of materials. You might work with any COH staff and other volunteers.

Tech Assistance

If you have an interest in the technical side of a show you might help with the lighting or sound. You would work with the Technical Director.

Set Construction

Occasionally a special show needs a special set. You do not need to be an expert carpenter. If you can wield a paintbrush, your help will be welcome. If you can swing a hammer, measure and handle a power drill, you will be a champion. You would work with the Technical Director.

Load In/Load Out

While most performers bring their own roadies, sometimes COH needs to help move the equipment. This would occur before and after a show. You would work with the Technical Director.

“You Need WHAT??”

A business such as the City Opera House has many kinds of activities, hence many other unusual, periodic, odd and fun tasks. How about stuffing envelopes? Assembling party favors? Making snacks for a special meeting? Picking up printing? Reorganizing a storage system? Helping out in data entry, typing, or photocopying? These special projects are often one-time activities, often scheduled at your convenience, often on short notice. Who can tell? But the variety is always interesting! You might work through any COH staff.