



Volunteer Opportunity Descriptions

Box Office

- Sell tickets at the door
 - Keep accurate records of tickets
- Time: One hour before concert through intermission*

Usher

- Collect tickets, assist patrons, track attendance
 - Monitor concert hall doors during performances
- Time: One hour before concert through 30 minutes after concert*

Hosting

- Set-up, serve, and clean up refreshments for concerts
- Time: 30 minutes before through 30 minutes after*

Stage Hand

- Set-up and tear-down of risers, stage seating, and equipment
- Time: 90 minutes before dress rehearsal and 40 minutes after the final concert*

Security

- Monitor backstage areas of event
- Time: 45 minutes before event through 30 minutes after*

Media Team

- Record, video tape and photograph events
 - Compile media into presentations or brochures
- Time: Plan between 1-4 hours*

Fundraising

- Help plan and execute fundraising events, solicit program advertising, and obtain sponsors and grants
- Time: Varies based on task*

Publicity

- Promote the Hendricks Symphony through contacts, flyers, HSS newsletter, events, and other means

Time: Varies based on task

Data Entry

- Designing and printing flyers and brochures
- Processing grant paperwork
- General data entry

Timing: Varies based on task

Organizational Committees

- Occasionally the organization will have standing committees that have openings for members. These committees steer different operational areas of Hendricks Symphony.

Timing: Varies based on committee