



Amy Eggleston, Music Director, and Conductor
www.HendricksSymphony.org

Volunteer Opportunity Descriptions

"Volunteers for Hendricks Symphony concerts will need to arrive one hour prior to the start of the performance. When arriving, they will be given a badge to wear and instructions according to their role. "Check-In Assistants" stand at the entrances to take patron's tickets, tear off stubs, and give stubs back to the Box Office cashier. "Ushers" help to guide people into the performance hall and provide important information to our patrons if needed. "Box Office Workers" sit at the Box Office table alongside the Business Manager and/or her designee and sell tickets to patrons where they will handle money and change as well as document the number of tickets sold. Fifteen minutes after the start of the concert, volunteers may quietly enter the performance hall in-between musical pieces and enjoy the remainder of the first half of the concert. Then, at intermission, all Ushers and Check-In Assistants will help to serve cookies and water in the Fellowship Hall at all concerts that are located at Calvary United Methodist Church. Box Office Workers will come back to sit at the Box Office table to accept any monetary transactions, such as donations, from our patrons and/or answer patron questions. After intermission and the completion of their roles, volunteers may continue watching the second half of the concert by entering the performance hall in-between musical pieces. Volunteers, on the day that they work the concert, will receive one complimentary ticket for a family member, friend, etc. who attends the concert with them. This ticket is ready for them at the Box Office table and can be picked up there. Volunteers will spend approximately two and a half hours in their roles for Hendricks Symphony. Volunteers are greatly appreciated!"

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

Stagehand

- 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
- **Time:** 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.
- **Time:** Varies based on committee