

IMPERIAL THEATRE OPERATIONAL VOLUNTEER APPLICATION

Date of Application: _____

NAME: _____

MAILING ADDRESS: _____

E MAIL: _____

PHONE: (Home) _____ (Work) _____ (Other) _____

OCCUPATION: _____ If student, school _____

REFERENCES: Name _____ Phone _____

Name _____ Phone _____

EXPERIENCE & INTERESTS:

- | | |
|------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> BILINGUAL | <input type="checkbox"/> MARKETING |
| <input type="checkbox"/> MUSICIAN | <input type="checkbox"/> PUBLICIST/JOURNALISM |
| <input type="checkbox"/> GENERAL OFFICE SKILLS | <input type="checkbox"/> THEATRE ARTS |
| <input type="checkbox"/> GRAPHIC DESIGN | <input type="checkbox"/> TOURISM/HOSPITALITY |
| <input type="checkbox"/> COMPUTER KNOWLEDGE | <input type="checkbox"/> WORKING WITH PEOPLE |
| <input type="checkbox"/> BROCHURE PRODUCTION | <input type="checkbox"/> PUBLIC SPEAKING |
| <input type="checkbox"/> SECURITY/POLICE | <input type="checkbox"/> FUNDRAISING |
| <input type="checkbox"/> PEOPLE SKILLS | <input type="checkbox"/> ACTING/PERFORMING |
| <input type="checkbox"/> PUBLIC RELATIONS | <input type="checkbox"/> CPR QUALIFIED |

OTHER: _____

OTHER VOLUNTEER ACTIVITIES: (Past & Present)

Please turn over

OPERATIONAL VOLUNTEER PLACEMENTS AVAILABLE

Please identify your area(s) of interest

- **Coat Check** – arrive one hour before show time, and hang coats, collect money, stay with the coats until all coats are returned to owners.
- **Greeter** – arrive one hour before show time, greet patrons as they arrive, answer any questions, help patrons out of cars when applicable, hold doors, help with wheelchair patrons. May involve watching the parking lot next door.
- **Concessions** – arrive 75 minutes before show time, assist in the set up of the refreshments, take pre-orders for intermission, circulate in the lobby asking people if they would like to pre-order. Sell soft drinks, juice & water at intermission. Do a paperwork summary with cash receipts after intermission.
- **Merchandise seller** – arrive 75 minutes before show time, meet with the artist or agent and do a physical count of merchandise, assist with set up and signage for the artist, sell product pre-show at intermission and following the show. Assist House Manager in doing a reconciliation with the agent after sales are finished.
- **Hospitality** – from time to time there is a call for providing refreshments for artists. This ranges from coordinating a large meal to preparing a sandwich or coffee for the artist(s). This would be under the direction of the Box Office manager and may take place during the day as well as at the supper hour and pre show. In addition, from time to time, artists may need to be picked up and returned to the airport.
- **Stage Door Security** – be responsible for stage door entrances from two hours pre show to after artists have left the building. Responsible to the technician in charge of the show. This will require some additional training and orientation.
- **Show Security** – from time to time we require persons to be inside the auditorium or in the passageway during and following the show to prevent patrons from going onto the stage or backstage. May also include some security during autograph signings following shows.

WHY ARE YOU APPLYING TO VOLUNTEER FOR IMPERIAL THEATRE?
