

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 AED QUALIFIED |

OTHER: _____

OTHER VOLUNTEER ACTIVITIES: (Past & Present)

Please turn over

**OPERATIONAL VOLUNTEER FRONT OF HOUSE PLACEMENTS
RESPONSIBLE TO THE HOUSE MANAGER**

Please identify your area(s) of interest

- Coat Check** – Arrive one hour before show time, to hang coats and collect coatcheck fees. Ensure patrons keep their car keys.
- 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.
- Ticket Taker** – Arrive one hour before event time, greet patrons as they enter the Irving Oil Auditorium, verify ticket and be available to assist patrons or answers any questions patrons may have. Monitor auditorium during event and assist patrons out and in if required.
- Usher** – Arrive one hour before event time and assist patrons in finding their seats in the Irving Oil Auditorium and help resolve any concerns or answers any questions that patrons may have. Monitor auditorium during event and assist patrons out and in if required.
- Merchandise seller** – Arrive one hour before show, verify merchandise count, display merchandise and sell product pre-show / intermission / post show. Assist House Manager in doing a reconciliation with the agent after sales are finished.
- Hospitality** –From time to time, artists may need to be picked up and returned to the airport.

STAGE DOOR PLACEMENT

Responsible to the Crew Chief in charge of the show.

- Stage Door Security** – Responsible for stage door entrance, from arrival of artists until after artists have left the building. This will require some additional training and orientation.

WHY ARE YOU APPLYING TO VOLUNTEER FOR IMPERIAL THEATRE?
