



170 High St. SE • Salem OR 97301 • Ph. 503.375.3574 • Fax 503.375.0284

Assigned team # _____

Volunteer Application

Name: _____

Address: _____

City / State / Zip: _____

Day Phone: _____

Evening Phone: _____

Email: _____

Stage Crew Yes No

Do you have a OLCC license? Yes No Expires _____

Do you have a food handlers license? Yes No Expires _____

Some of our volunteer needs involve the ability to climb stairs and/or or the ability to lift 20 pounds weight. Please describe any physical limitations you have that we should consider before assigning a volunteer task to you:

Comments: _____

FOR OFFICE USE ONLY

Date app. submitted _____ Date welcome letter sent _____

Date completed orientation _____

Placed in inactive file (comment) _____

Volunteer Job Activities

Box Office Attendant: Sells tickets during one-hour period prior to events, during intermission and following events. Special training may be required in use of TicketsWest computerized ticketing system.

Clean Up/Maintenance: Periodic work parties or routine maintenance prior to and after events.

Concessions: Alcohol servers must hold and supply copy of current OLCC servers license. Sells and serves wine and beer, non-alcoholic beverages, and packaged food prior, during intermission and after events.

Decorating: Dressing rooms for performer occupancy, display cases and lobby décor for themes.

Facility Monitor: Back-stage door monitoring to assure only authorized persons enter. Stationed in auditorium to monitor performance for patron and performer safety. Must have ability to remove individuals when safety of performer, patrons or staff is in question.

Office Assistant: Clerical assistance during regular working hours (9 am to 4 pm, Monday through Friday). May involve answering phones, using voice-mail system, mailings, selling tickets, or data entry into computer (depending on skill level).

Poster Distribution: Distribution of posters three weeks prior to an event to pre-determined locations in the greater Salem/Keizer area. Most routes require use of an automobile.

Representative: Assist representing the theatre at special events like Salem Art Fair and bridal shows.

Stage Crew: Work with Technical Director to set up, tear-down and operate certain technical equipment for performances. May require heavy lifting.

Ticket Taker: Checks validity of patron's tickets; tears ticket upon admission; directs patron to appropriate seating section.

Ushers/Program Distribution: Seats patrons in various sections of auditorium; gives them a program. Monitors section during performance for patron and performer safety.