VOLUNTEER APPLICATION

ARTIST CONNECTION THEATRE INC

PLEASE PRINT/WRITE CLEARLY

DATE:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: (CELL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AGE: \_\_\_\_\_\_\_

**IF MINOR PARENT INFORMATION**:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT:**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any health issues that you would like us to be aware of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Areas of responsibility in the theatre, please mark your area of interests:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Costumes |  | Make-up/hair |  | Props |  | Backstage  Set moving |  |
| Scenery/  Set Building |  | Sound |  | Lighting |  |  |  |
| Tickets |  | Concessions |  | Security |  | Ushering |  |

(No experience needed. Responsibilities for each area are listed on page 2.)

**Past Volunteer Experience References:** Please provide a Name and Phone Number of the

Organization and Contact Person:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Requirements Check List:**

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

* Age Requirements: 14 and older \_\_\_\_\_\_
* 18 and older volunteers need to have a background check (see attached form) \_\_\_\_\_
* Fill out application \_\_\_\_\_
* Volunteer interview and tour of theatre \_\_\_\_
* Volunteer training for area assigned \_\_\_\_\_

Revised June 24, 2022

**Responsibilities:**

**Costumes:**

You will be responsible for maintaining and managing all costumes for production at Artist Connection Theatre. This includes assisting actors during shows with costume changes and making sure costumes are all hung up at the end of each performance. You will also inform the Theatre Director if the costumes need to be washed or are in need of any repairs.

**Make-up and Hair:**

You will be responsible for assisting actors in applying make-up and fixing hair for a show. Setting up and cleaning after a show. You must coordinate with the Costumes and the Show Directors. If needed, be willing to stay for the whole show in case the actors need touch-ups to their hair or makeup.

**Props:**

You will be responsible for maintaining and managing all props for each show. Props consist of the following types: hand, set, trim, set dressing, personal, greens, manual special effects, and manual sound effects. You are also responsible for making sure props are returned to the prop table at the end of each performance.

**Backstage/Set Moving:**

You will assist the Stage Manager with the set before, during, and after the show. You will also take direction from the Stage Manager to help with moving set pieces and other tasks backstage.

**Scenery/Building Set:**

You will be responsible for maintaining, repairing, and constructing materials used for theatre sets and props. You may be working with hand and power tools, paint, paint tools, and other tools needed to construct or create set pieces. You will help keep the areas clean and orderly where you are working.

**Lighting:**

You will take direction from our Lighting Designer. You will learn how to operate spotlights and/or program and run lights for a show.

**Sound:**

You will learn how to run the soundboard, play cued music, and adjust the volume for mics and sound effects. You are responsible for changing batteries in the microphones, putting microphones on actors, and doing sound checks an hour before show time.

**Tickets:**

You will learn to run the ticket program and process payments for at-the-door ticket purchases. You will also check in patrons as they enter the theatre for a show.

**Concessions:**

You will be responsible for collecting donations for the concessions before performances and during intermission. You are required to secure the donation jar before you are finished with your volunteer assignment.

**Security:**

You will be responsible for making sure that the audience, staff, and actors are safe. You will stay in the Lobby area during performances and keep an eye on the donation jar and any fundraising items. You will also help to ensure patrons do not go into the back area or dressing rooms. Possible paid position. Concealed weapons licenses desired, or off-duty police officer. **Must be interviewed before hiring.**

**Ushering:**

You will be responsible for greeting the patrons as they arrive for performances, showing them to their seats, and giving them a program. Must have a friendly presence and make each patron feel welcome. You are needed during intermission to direct patrons to restrooms and concessions. You will also be utilized if we have a fundraiser during a performance.