

VOLUNTEER JOB DESCRIPTIONS FOR PUBLIC EVENTS					
VOLUNTEER ASSIGNMENT	CHECK IN BEFORE DOORS OPEN	APPROXIMATE DURATION OF ASSIGNMENT	ON ARRIVAL REPORT TO	SUMMARY OF DUTIES	TRAINING SESSION?
ACCESS specialist	30 minutes	4 - 5 hours*	team lead	prep ACCESS seating area and signage, provide assistance to patrons as needed	X
ALD specialist	15 minutes	4 - 5 hours*	vol coordinator	prep ALDs and provide to patrons, remain until event ends to collect and store them	X
Artist's Gate	45 minutes	2.5 hours	vol coordinator	limit use of this gate to dropoffs and exceptional need, keep fire lane clear	
Beer Garden	45 minutes	4 - 5 hours*	team lead	carry/set up supplies, pour, cashier, clean area, knock down after intermission	
Box office	30 minutes	3 hours	team lead	customer service selling tickets and handling will call	X
Flow director	30 minutes	2.5 hours	vol coordinator	direct patrons to doors closest to their seats, then assist lead usher	
Info table	30 minutes	3 - 4 hours*	vol coordinator	assist with vests and badges, provide info, clean up area after intermission	
Parking	30 minutes	3 hours	team lead	assist patrons parking cars per instructions of team lead	
Programs	30 minutes	2.5 hours	vol coordinator	provide printed program materials and information as needed	
Retail sales	45 minutes	4 - 5 hours*	team lead	set up, sell, pack up Centrum merchandise	
Rhody gate	45 minutes	2.5 hours	vol coordinator	permit entrance only to ticketed patrons except during free times	
Ticket taker	30 minutes	3 hours	vol coordinator	permit entrance only to ticketed patrons except during free times	
Usher	30 minutes	4 - 5 hours*	team lead	patron services inside venue including seating assist & safety until event ends	X
SPECIAL ASSIGNMENTS					
Set & Strike team	1.5 hours	2-3 hours*	vol coordinator	this team will meet at the venue 1.5 hours before gates open to set up chairs, tables, program materials, signage, etc. after the event they will meet as needed to "strike" and store these items.	
Donor Reception	as assigned	3 hours*	Centrum staff	volunteers will prepare snacks and meet at the venue to serve them during the intermission in an "invitation only" setting. beverage service, decorating, and clean up are part of this assignment.	
* These are long shifts. Volunteers in these positions need to remain on duty until released by their team lead or volunteer coordinator.					
Please consider this when signing up					
TEAM LEADS*					
ACCESS	45 minutes	5 hours	vol coordinator	identify ACCESS reserved and discretionary seating, signage as needed	X
Box office	1 hour	3.5 - 4 hours	vol coordinator	lead ticket sales team, interface with ACCESS leads, problem solve	X
Parking	45 minutes	3.5 hours	vol coordinator	organize, assign, oversee, and release parking team, prep for exit after event	X
Retail sales	45 minutes	4 - 5 hours	vol coordinator	get/count cash, display/sell merchandise, pack up, reconcile and turn in cash	X
Usher	45 minutes	4 - 5 hours	vol coordinator	assign positions from roster, oversee ushers & patron services inside venue	X