

Welcome to CanStage volunteer opportunities. You will receive the opportunity to use and broaden your skills, network, observe and participate in a variety of theatre activities. You will see high quality productions and you have a chance to make an enormous contribution to the success of CanStage. CanStage is looking for your enthusiasm, energy and commitment as a volunteer and in exchange undertakes to provide you with an enriching and satisfying experience.

## **VOLUNTEER OPPORTUNITIES AVAILABLE**

- **Front of House at The Berkeley Street Theatre** - ushers, bar servers, greeters & coat check
- **Weekly Office Crew** - a variety of office duties available to be done in conjunction with a team of volunteers
- **Seat Note Distribution Volunteers** – Assist in providing patrons with special notes that they receive on their seat when they come to a show!
- **Special Events** - Help support the many events we hold yearly, such as our Golf Tournament and the annual Theatre Ball.
- **Dream in High Park** – (*Sign ups in spring of 2005*)--Greeters, Donation box attendants, Gate and Hill Volunteers
- **Co-op, Intern and Specialized Continuing Volunteers** - Throughout the year, especially in September and in January, we post for Intern and Coop volunteer positions in departments such as Marketing, Volunteer Resources, Audience Development, Individual Giving and even IT. We occasionally also post for weekday continuing volunteers dedicated to one department, one day per week. You can register for Intern and (arts-related) Job Postings to be emailed to you by asking to subscribe to our weekly Job, Intern and Volunteer Postings Opportunities. Email [bobmccarthy@canstage.com](mailto:bobmccarthy@canstage.com) Attn: Opportunities List

## **PROCESS TO BECOME A VOLUNTEER:**

1. Simply complete the application form provided. Return it to CanStage.
2. Contact Interim Manager of Volunteer Resources at 416-367-8243 ext. 252 or email [bobmccarthy@canstage.com](mailto:bobmccarthy@canstage.com) ; ask to attend next information session to find out what exactly is involved.
3. If not able to attend an Information Session, arrange for a time to see if your interest and skills match our needs.

## **Benefits:**

- Be an integral part of Canada's largest contemporary theatre company.
- Develop, enhance or share your customer services skills.
- See high quality theatre and have a great time
- Flexible and reasonable time commitment that fits your schedule.
- Participate in many festivities that are especially for volunteers.
- Email [bobmccarthy@canstage.com](mailto:bobmccarthy@canstage.com) to join the Opportunity Email Weekly Broadcast, for lists arts-related jobs, internships, arts organization discounts and CanStage volunteer opportunities.

## **A more detailed perspective...**

### **Front of House Volunteer**

The Berkeley Street theatre offers two stages where CanStage and other companies present their productions. Front of house volunteers are the first to see new plays and are vital in helping our patrons have the best theatre experience possible. We are looking for service-oriented theatre lovers who are outgoing, friendly and like to meet to people.

### **Usher**

As an Usher, you can decide on one of three aspects of the position each time you volunteer and help us monitor the audience **in the theatre during the show. Training and Orientation provided.**

*Greeter* – In the Front Lobby, help patrons find their way in our Berkeley St. Theatre.

*Ticket Taker* – Take tickets at the door, direct patrons to one of our two theatres, let them know about the show.

*Coat check* – On rainy or snowy days we open coat check for patrons to enjoy the show without their bulky or wet coats. If needed, duties will be explained on shift.

**Time commitment:** Shifts vary depending on play length, typically 3.5 hours per shift from 6:45 p.m.– 10:15 p.m.; Wednesday Matinee 12:15 p.m. – 3:45 p.m., Saturday matinees 12:45 p.m. – 4:15 p.m. We have 8 performances per week – Monday through Saturday, with a 1:30 p.m. matinee on Wednesdays and 2:00 p.m. matinee on Saturdays. We ask volunteers to assist us per season from September – April for two shifts a month.

### **Bar Server**

A Bar Server must be at least 18 years of age, as we do serve alcohol. We have a front and a back bar that are open every performance. You will receive training, orientation and a Smart Serve Certificate prior to serving patrons. This is a fun and fast paced position as the intermission only allows 15 minutes to serve 200 + patrons. You deal with bar set-up and clean up, money and provide excellent customer service.

**Time commitment:** Shifts vary depending on play length, typically 4 hours per shift. Evening shifts are from 6:00 p.m. – 10:00 p.m. and Matinee Shifts are 12:15 p.m. – 4:15p.m. Wednesdays or 11:30 a.m. – 3:30 p.m. Saturdays. We have 8 performances per week – Monday through Saturday, with Wednesday and Saturday matinees. We ask volunteers to assist us per season from September – April for two shifts a month.

### **Weekly Office Crew**

Volunteering for the Weekly Office Crew involves assisting every department of CanStage including Publicity, Education, Marketing, Special Events, Individual Giving and Sponsorship. Weekly Office Crew volunteers come in on the same weekday every week from 11am to 3pm. The minimum length of a weekly office crew term is 3 months, giving you a chance to really get to know the staff and the volunteers that you work with every week and in some cases form lasting friendships!

As a member of the weekly office crew you are essential to our success. If you are detail oriented and enjoy a lively and dynamic environment, you will find it fun to be involved with CanStage. This volunteer role provides you with a true behind-the-scenes look into theatre management. You will be kept up to date on plays, theatre happenings and more! You will have opportunity to participate in volunteer play readings and it is a chance for newcomers to Canada and new Canadians to practice English in our ESL Conversation Circle and ESL Play Readings, which is a part of being a Weekly Office Crew member.

You are trained to do Seat Notes as part of Weekly Office Crew, see below. Your shift starts at the 26 Berkeley Street Volunteer Room and may end delivering seat notes to the Bluma Appel Theatre at 27 Front St. East, about six blocks away. It is a fun shift. Mailings are one of our major methods of communication to the public, our patrons and sponsors. Administrative duties such as mailings, assembling press kits and photocopying are all tasks you may be asked to do by a variety of departments while a member of the Weekly Crew. Assisting with research and database management are also important tasks in which our volunteers are involved, if they so wish.

**Time commitment:** A minimum of three months, (or for a whole theatre season), flexible, four hours per weekday, please pick one consistent weekday Monday to Friday 11:00a.m. – 3:00p.m.

### **Seat Note Distribution Volunteer**

CanStage is known for its personal touch. Our patrons love the notes they receive on their seats when they come to a show. This is thanks to our volunteers who assemble and distribute the notes every performance! Also come and help newcomers to Toronto practice their English! We have a team of volunteers Monday to Friday who work on seat notes. As this can be a talkative affair we are also inviting new Canadians to get involved. Part of the team is fluent in English, the other part wants to become fluent. Assemble seat notes and meet new people! This is a great way for the multicultural and theatre communities to interact.

**Time commitment:** A minimum of three months, (or for a whole theatre season), flexible, four hours per weekday, please pick one consistent weekday Monday to Friday 11:00a.m. – 3:00p.m.

### **Special Events**

Special events encompass fundraising and event sponsorship and activities created to encourage patrons and public to participate in events while learning more about CanStage.

Events include our Annual Theatre Ball in February, The Festival Of Ideas and Creation May 7<sup>th</sup> through May 13<sup>th</sup>, 2006, Golf Tournaments, Opening Nights and Annual Volunteer Recognition Event. As volunteers you can support CanStage by training to be hosts, decorating assistants, silent auction assistants and more. For every event we usually have a volunteer planning group made up of experienced volunteers. This is an ad hoc volunteer group to assist in supporting volunteers for a particular event.

**Time commitment:** Flexible and based on events. Evening and daytime opportunities are available. Theatre ball is on the evening of February 10<sup>th</sup>, 2005 at Kool Haus, 132 Queens Quay East. Limited positions available, first priority is given to returning Theatre Ball volunteers. Attending training sessions (tba) is mandatory to volunteer at Theatre Ball.

## Dream in High Park

In the summer this is the popular pay-what-you-can annual outdoor entertainment. Dream In High Park runs from Thursday July 7<sup>th</sup> to Sunday September 4<sup>th</sup>, 2005. Over a hundred volunteers add their enthusiasm every year to help make this a magical Shakespeare experience. Shifts are at most 3 hours each, from 5:45 p.m. – 8:45 p.m. We ask that you help us by only doing 4 shifts. Sign Up Sessions happen in the spring and early summer of 2005, (dates tba). You can be a part of this excitement as a:

### Dream Greeter

- Warmly welcoming patrons to the Dream
- Kindly guiding patrons along the Dream path
- Effectively answering Dream Patrons' questions

### Dream Donation Box Attendant

- Warmly thanking patrons for their donations
- Giving each patron one ticket to the Dream
- Giving/putting stickers to those 12 and under who get in Free!
- Kindly guiding patrons along the Dream path
- Effectively answering Dream Patrons' questions
- Reminding patrons of Dream Policies, such as no dogs or bicycles

### Gate Volunteer

- Warmly welcoming patrons
- Monitoring tickets at the gate
- Verbally guiding patrons inside
- Assist with traffic flow in and out of the site
- Effectively answering Dream Patrons' questions

### Hill Volunteer

- Warmly welcoming patrons
- Verbally guiding patrons inside to open areas
- Effectively answering Dream Patrons' questions
- Monitoring the audience to ensure patrons are as safe and comfortable as possible
- Crowd control and enforcing Hill policies for safety

Credits: The Volunteer Information handout – revised by volunteers Alice Frey, Corry Ouellette, Helen Baumander, Yolanda Goodridge. Debra Wolfson