

## **NSCB Christmas Concerts Volunteer Job Descriptions**

Thank you for considering helping with the NSCB Christmas Concerts! Like all community organizations, we depend on volunteers to fill important roles that most members of the audience take for granted. But, rest assured, the job is important, and we are very grateful for your assistance!

**Volunteers for the concerts are asked to work for the entire concert, arriving approximately 60 minutes before the concert and remaining about 30 minutes after**, if it all possible. As a token of appreciation, each volunteer will receive one ticket for either concert. The ticket can be used by yourself or anyone else. Obviously, you should not plan to use your ticket to watch the concert at the performance for which you are volunteering!

Volunteers will be asked to perform one (or possibly a combination of both, depending on need) of the following general roles:

### Ushering (to include some or all of these tasks)

- Assist with program assembly
- Collect tickets from attendees and distribute programs
- Post signs, etc.
- Open doors at designated time (30 minutes prior to concert)
- Provide tickets to those leaving the auditorium to ensure their re-entry
- Assist handicapped concertgoers with seating, wheelchairs, walkers, etc.
- Ensure that fire regulations are adhered to
- Limit entry of latecomers and returning attendees to the gap between selections
- Collect used programs for recycling
- Additional related tasks, as needed

### Refreshments (to include some or all of these tasks)

- Help to bring in refreshments from parking lot
- Move tables, set up cafeteria
- Prepare punch; lay out cookies, napkins, etc.
- Replenish refreshments, as needed
- Clean up cafeteria after refreshments
- Help with kitchen clean up
- Help to bring things out to parking lot after refreshments
- Additional related tasks, as needed

Please arrive as punctually as possible, because a brief orientation session will take place as soon as the majority of volunteers have arrived each day.

If you have any questions or concerns, please contact Trisha Rustad at [volunteers@nscband.org](mailto:volunteers@nscband.org).