

VOLUNTEER ASSIGNMENT	BEFORE DOORS OPEN	APPROXIMATE DURATION OF ASSIGNMENT	ON ARRIVAL REPORT TO	SUMMARY OF DUTIES
ACCESS Specialist (assisting our special needs patrons)	30 minutes	4 - 5 hours*	ACCESS Team Lead	Prepare ACCESS seating area & signage; provide seating & safety assistance as needed until event ends.
ALD Specialist (Assistive Listening Device)	15 minutes	4 - 5 hours*	Volunteer Coordinator	Prepare ALDS and provide to patrons; remain until event ends to collect and store them.
ACCESS/Artist's Gate	45 minutes	2.5 hours	Volunteer Coordinator	Limit use of this gate to drop-offs 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 at closing
Box Office	30 minutes	3 hours	Team Lead	Customer service, selling tickets and handling will-call.
Flow Director	15 minutes	2.5 hours	Volunteer Coordinator	Direct patrons to doors closest to their seats; then assist Lead Usher.
Info Table	15 minutes	3 - 4 hours*	Volunteer 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 Parking Team Lead.
Programs	15 minutes	2.5 hours	Info Table	Provide printed program materials and information as needed.
Retail sales	45 minutes	4 - 5 hours*	Team Lead	Set-up, sell, pack-up merchandise.
Rhody/Chapel Gates	30 minutes	2.5 hours	Volunteer Coordinator	Permit entrance only to ticketed patrons except during free times.
Ticket Taker	30 minutes	3 hours	Volunteer Coordinator	Permit entrance only to ticketed patrons except during free times.
Usher	30 minutes	4 - 5 hours*	Team Lead	Patron seating/safety/assistance. Enforce venue rules/safety procedures.
Set & Strike Team	1.5 hours	2 - 3hours*	Volunteer Coordinator	Meet 1.5 hours before gates open - set up chairs, tables, program materials, signage, etc. After the event "strike" and store these items.
Donor Reception	As assigned	3 hours*	Centrum Development Staff	Prepare and serve snacks during the intermission in an "invitation only" setting. Also beverage service, decoration /clean-up.
TEAM LEAD: ACCESS	45 minutes	5 hours*	Volunteer Coordinator	Lead the ACCESS team; Identify ACCESS reserved and discretionary seating; apply/remove signage as needed.
TEAM LEAD: PARKING	45 minutes	3.5 hours*	Volunteer Coordinator	Organize, assign, oversee and release the parking team; set up exit signs
TEAM LEAD: RETAIL SALES	45 minutes	4 - 5 hours*	Volunteer Coordinator	Get/count cash; display/sell items; pack-up; reconcile and turn in cash
TEAM LEAD: USHER	45 minutes	4 - 5 hours*	Volunteer Coordinator	Assign positions and oversee ushers and patron services inside the venue. Responsible for knowledge of and enforcement of venue rules.

Centrum Volunteer Opportunities at Public Events

*These are long shifts – please consider this when volunteering.
Team Leaders may be asked to attend informational meetings.
ACCESS Specialists training will be held in June.