

CoMMA

Interested in being a Volunteer at CoMMA?

The Volunteer is responsible for the seating and the safety of patrons in all performance venues in CoMMA, including, but not limited to: The Auditorium (seating capacity of 1056); The Amphitheater (seating capacity of 175); The Stage (seating capacity 150) and other spaces as directed. Front of House staff are expected to offer the highest level of customer service possible to guests, donors, visiting artists, artist management, patrons, and any other member of the public or administration they may encounter. Front of House Staff are also expected to carry out any job function management deems as appropriate and within the scope of caring and maintaining for the theatre, customer service, audience experience, pre-show prep, post-show breakdown, guest and staff safety/emergency response/security.

Responsibilities:

- Politely directing and escorting patrons to their seats. • Providing patrons with programs and other relevant materials.
- Checking assigned section for cleanliness. • Be aware of and enforce appropriate house rules.
- Visually sweep the theatres to check for potential safety issues and lost and found items.
- Remain at assigned post throughout the event unless taking an assigned break.
- Must be aware of, and follow, the proper procedures for assisting patrons with disabilities.
- Attend pre-event Usher meetings and other trainings as required by management.
- Demonstrate an in-depth knowledge of CoMMA and a good understanding of evacuation procedures from all points within each venue.
- Other duties as directed.

Requirements:

- Ability to lift 25 lbs waist high, and able to assist with set up of furniture for events as directed.
- Ability to read small print. • Ability to climb steps repeatedly
- Ability to descend/ascend ramps and inclines/declines • Ability to stand for long periods of time.
- Work in a fast-paced, busy environment with conditions such as noise, heights, dark/dim/absence of lighting.
- Ability to bend, stretch, and kneel without restriction. • Communicate effectively in English.
- Must be able to open theatre doors repeatedly throughout shift.
- Deal effectively with a variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Demonstrate an understanding of, sensitivity to and appreciation for the diverse ethnic, socio-economic, disability and gender diversity of guests and staff attending or working with the Performing Arts Center
- Maintain a professional, neat and well-groomed appearance, adhering to CoMMA uniform requirements
- Work varied shifts: nights, weekends, and holidays

To be considered, pick up an application in the CoMMA Box Office, complete and return it to the same place. Qualified applicants will be contacted for an interview. Thank you for your interest.

COMMA

Name: _____ DOB _____

Mailing Address: _____

Email: _____

Cell Phone: _____ Do you receive text? Y N

Emergency Contact Person _____

Phone: _____ Relation _____

Preferred Areas of Service:

- Front Door Host (welcome) Ticketing Will Call
- Usher inside Theater Programs Balcony Usher
- Foods/Concession Decorating Admin. Work
- Landscape Parking Assist. _____

In a few words, please tell us why you want to volunteer at CoMMA.

- I will attend 1 preliminary training and then 1 yearly update training.
- I am a people friendly volunteer that has a passion for our community and the Arts
- I have looked over the requirement sheets.

Signature _____ Date _____

FOR OFFICE USE

<ul style="list-style-type: none"><input type="checkbox"/> Date Application Submitted<input type="checkbox"/> Application sent to Volunteer Coordinator<input type="checkbox"/> Application entered into database<input type="checkbox"/> Volunteer attended preliminary training<input type="checkbox"/> Volunteer background check submitted (if applicable)<input type="checkbox"/> Volunteer added to email list<input type="checkbox"/> Volunteer added to CallFire
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