Volunteer Opportunities 2012

Please review the following volunteer job categories. Decide which of these you are most interested in and best suited for. Then fill out the application form.

You will be contacted by email (or phone if you prefer) about orientation for your job and we’ll put you to work!

Thank you so much for your support and the Lincoln staff looks forward to working with you.

**Front of House**

Job Description
- Sell and serve concession goods at public events
- Clean up auditorium at end of event
- Act as Will-Call agent or ticket taker
- Act as usher for reserved seat live productions

Staffing
- 4 volunteers at movies and small events
- 7 - 9 volunteers at large events

Time Commitment
- Low; 1.5 – 2 hours per shift plus time of the event
- Weeknights & weekends; some weekend afternoons.

**Community Relations**

Job Description
- Act as liaison between the theatre and various community constituents, presenting the Lincoln history and handing out materials. These are informal, friendly situations, not formal presentations. Examples:
  - Farmer’s Market information table, Lincoln Open House information table, Membership Drive,
  - community outreach

Staffing
- 10-12 volunteers

Time Commitment
- Low; 4 hours 2 or 3 times per year
- Usually on a weekend, during the day

**Guide & Poster Distribution**

Job Description
- Distribution of event posters & program guide at locations in La Conner, Burlington, Mt. Vernon (2 routes), Sedro Woolley, Stanwood, Anacortes, Bellingham, Arlington, Conway, Camano Island, Bow/Edison, Concrete and Points East

Staffing
- 12 volunteers, one for each route

Time Commitment
- Low; 2 hours for each run; 1 - 2 times per month
- Usually during the day (when businesses are open)

**Clean Sweep – Twice a Year**

Job Description
- Repairing and cleaning in all areas of theatre

Staffing
- 12 volunteers, one for each route
Examples: painting, shampooing
Carpets, cleaning windows, waxing floors
Skills in painting, carpentry and plastering helpful

**Staffing**
Up to 10 volunteers; supervised by Lincoln staff

**Time Commitment**
Low; 4 - 8 hours once every 6 months
On a weekend during the day

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**Stage Set-up & Strike**

**Job Description**
- Setting up and tearing down the theatre’s thrust stage
- Transporting lighting and sound equipment
- Removing and re-installing theatre seats
- Removing and re-installing theatre seats

**Staffing**
4-6 volunteers supervised by Lincoln staff

**Time Commitment**
Medium; 3 – 6 hours an average of once every two months
Time of work varies; could be weekday or weekend

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**Special Event Planning**

**Job Description**
- Plan and execute programs with board members for such events as the Membership Drive, Brewfest, Annual Open House or fundraising events. Committee meetings occur once every 2 to 4 weeks prior to the event. Duties run from strategic planning all the way to setting up the day of the event.

**Staffing**
4-6 (or more) volunteers

**Time Commitment**
Medium; Up to 8 hours per month over 3 or 4 months
Meetings usually occur in evening

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**Ticket Selling**

**Job Description**
- Use of ticket selling software to sell tickets and process payments - training will be given prior to starting job
- Interacting with patrons in person and on telephone

**Staffing**
5 volunteers supervised by Lincoln staff

**Time Commitment**
High; 5-6 hours per week
One weekday shift; 12:00 to 5:00 PM plus occasional door sales prior to events - requires regular, reliable attendance

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**Bartender**

**Job Description**
- Set up and serve beverages in our Art Bar during events
- Clean up after sales end
- Must provide a class 12 servers permit

**Staffing**
1 - 2 volunteers

**Time Commitment**
Low; 2 hours per assignment plus time of event
Evenings and weekends; some weekend afternoons

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**Pipe Organist**

**Job Description**
- Play the Mighty Wurlitzer organ as pre-film entertainment. Training provided for those new to pipe organs

**Staffing**
5 volunteers

**Time Commitment**
Low; 1 hour per week, evenings

1/13/2012