



## 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.

### 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)

### 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

### Clean Sweep – Twice a Year

#### Job Description

- Repairing and cleaning in all areas of theatre

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

### 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

#### 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

### 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

### 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

### 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

### 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