

# VOLUNTEER JOBS

Not every volunteer job is always available depending on the event, please remain flexible so that we can help provide coverage to all needed areas!

Please contact the Volunteer Coordinator if interested in volunteering for one of these opportunities.

## General event volunteer

Volunteers are regularly needed at our events to help usher, scan tickets, and greet patrons as they enter the building. These volunteers constitute our core Front of House team helping to ensure that all events run smoothly and that patrons have the best LOH experience.

### *Ushers*

Main duties:

- Read and understand seat information on patrons' paper or electronic ticket
- Lead or direct patrons to the correct seats in the auditorium
- Hand out programs
- Answer questions

Required skills:

- Knowledge of the theater's seating layout
- Ability to walk up and down low-grade ramps and/or stairs repeatedly
- Ability to stand for long periods of time
- Ability to carry light loads
- Ability to read ticket information quickly
- Ability to know when to troubleshoot and when to move things up the chain of command

### *Scanners*

Main duties:

- Use LOH-provided phone to scan paper and electronic tickets
- Help direct patrons to the appropriate theater door closest to their seats

Required skills:

- Ability to effectively scan paper and electronic tickets
- Ability to troubleshoot basic scanning issues

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- Knowledge of house layout and ability to direct patrons to seating area if needed

## *Greeters*

### Main duties:

- Welcoming patrons to LOH
- Help direct patrons to the closest scanner
- Make sure patrons have their tickets out and ready for scanning
- Answer questions

### Required skills:

- Know the location of other amenities in the building (restrooms, box office, elevator, water fountain)
- Know important information about the event's schedule (duration, intermission, photo/video policies)
- Know how to read paper and electronic tickets if needed

## LOH on Location volunteer

LOH offers many opportunities to volunteer outside of the LOH building at one of our LOH on Location events including Nexus, Hootenanny, or a silent disco. These volunteers help set-up and break down the events while getting to interact with patrons and members of the community.

## Ad hoc event volunteer

For some shows we need extra help! VIP meet and greets, pre- or post-show events, merchandise sales, post-show receptions, intermission raffles, security, assisting House Manager with specific tasks on the day of show.

## Non-event volunteer

Sometimes we need extra help outside of show days! Poster distribution, record keeping, letter mailing, and other small tasks. If there is something that you think you might be a great addition for the LOH Volunteer Program let us know by emailing [volunteer@lebanonoperahouse.org](mailto:volunteer@lebanonoperahouse.org)