

2011/12 Volunteer Application

Please return the accompanying Volunteer Information Sheet and the Volunteer Usher Contract to the Box Office at Artists Repertory Theatre, 1515 SW Morrison Street, Portland, OR 97205, or Fax it to 503.241.8268.

Please return these forms by May 31, 2011.

Job Description

As a volunteer usher, you are an integral part of the theatre experience Artists Rep offers its patrons. Your customer service and positive attitude affect the experience of each patron. Your duties include greeting patrons as they enter the theatre; answering questions; handing out playbills; taking tickets; and helping patrons locate their seats. You play a critical role in Artists Rep's success. Artists Rep thanks you for your volunteer commitment to the theatre.

Expectations

If you wish to volunteer as an usher, Artists Rep asks that you:

- Arrive at least one hour prior to the scheduled curtain time;
- Dress entirely in black (black pants, skirt, shirt, blouse, shoes);
- Follow the directions of the House Manager;
- Treat patrons of the theatre in a respectful manner at all times;
- Refrain from consuming alcoholic beverages while serving as an usher.

Volunteer ushers receive a free seat for the performance they are scheduled to usher, unless all seats for that performance are fully sold. If all seats are sold, you will receive two complimentary tickets to any other Artists Rep show during the 2011/12 season. Please keep in mind that even if the performance you are scheduled to usher at is sold out, you will be expected to perform your usher duties for that performance.

Training

Ushers should familiarize themselves or review the Volunteer Usher Guide before their first volunteer assignment. Please contact Karen Rathje at krathje@artistsrep.org with any questions you may have about volunteering. If you are a new usher, please let the House Manager know when you arrive, and the House Manager will make sure that you are comfortable with your duties.

Schedule Changes

To cancel or reschedule your scheduled ushering date, please email the Front of House Manager, Karen Rathje, at krathje@artistsrep.org or call the Volunteer Hotline at 503.241.9807 x132. Please give us as much advance notice as possible.

VOLUNTEER INFORMATION SHEET

Name _____ Date _____

Address _____

Phone _____

Email _____

I am a new ____ or returning ____ usher. If returning, I would like the same general schedule as last year ____ or I would like to change my schedule _____. If you would like to keep the same general schedule as you had last year, e.g, Wednesdays or Sundays, I will do my best to accommodate you. Please complete the full form below even if you have indicated that you want to keep the same general schedule as last year.

Season Schedule

During the 2011/12 season, Artists Rep will need ushers for seven of its productions. Please mark (with an "X") the shows you are interested in ushering. If you would like to usher at more than one show, please indicate your preference by ranking the shows from number one (1) (for most interested) through number seven (7) (for least interested).

God of Carnage	September 6 – October 9, 2011 (Alder Stage)	_____
No Man’s Land	October 14 – November 6, 2011(Morrison Stage)	_____
Sherlock Holmes	November 15 – December 24, 2011 (Alder Stage)	_____
Duchess of Malfi	January 10 – February 12, 2012 (Morrison Stage)	_____
Circle Mirror	February 7 – March 11, 2012 (Alder Stage)	_____
Next to Normal	March 6 – April 15, 2012 (Morrison Stage)	_____
Race	April 24 – May 27, 2012 (Alder Stage)	_____

Show Times and Usher Arrival Times

Shows times are generally Tuesday through Sunday at 7:30 pm, with matinees on Wednesday at 11:00 am (one Wednesday matinee per month) and Sundays at 2:00 pm. Ushers must arrive **at least one hour before scheduled show times**.

The times listed in the chart below are **usher arrival times**. Please mark with a “yes” and a “no,” all of the days of the week and time slots when you are generally available and also when you are not generally available:

	Tuesday
6:30pm	
	Wednesday
10:00am	
6:30pm	
	Thursday
6:30pm	
	Friday
6:30pm	
	Saturday
6:30pm	
	Sunday
1:00pm	
6:30pm	

Dates You Will Not Be Available

Please list any dates when you know you will not be available to usher a show(s) you have requested:

Requests to Usher With Another Person

Do you want to usher with another person? If so, please name that person(s).

Replacement List

For each show in the 2011/12 season, there will be a Replacement List. This is an opportunity for volunteer ushers to be able to usher at more shows than they are originally assigned.

Would you like to be placed on the Replacement List?

If so, are there any productions you are not interested in working?

Last Minute Scheduling

Are you available for last minute scheduling?

If you answer yes, please indicate how long it will take you to travel to the theatre:

Please indicate the best way to contact you:

Ushering Experience

Do you have ushering experience?

Where?

How many years?

Have you ushered for Artists Rep previously?

If yes, how many seasons?

Other Volunteer Opportunities

Occasionally, there are opportunities to volunteer in other capacities at Artists Rep in exchange for tickets. Below, please mark (with an "X") areas where you are interested in volunteering. Times listed are the times these duties generally take place. You need not be available the entire time period listed.

_____ Office Work (Monday – Friday, 9:00 am to 5:00 pm)

_____ Summer Mailing (Tuesday – Sunday, noon to 5:00 pm)

_____ Special Events and Hospitality (provide food and refreshments at rehearsals, between shows and at other events)

_____ Mailings

_____ Set assistance (building and striking sets; may require physical capability to lift heavy objects.)

_____ Costume Assistance

_____ Concessions -- Do you have an OLCC license? _____

_____ House Managing (Assistant)

_____ Bookkeeping and Accounting

Please do not hesitate to let us know if you have specific talents that you believe would be useful at Artists Rep.

Please include any other details you feel we should know about you or your schedule.

We anticipate getting back to you by July 25, 2011. If you have not heard from us by then, please contact me. Thank you very much for volunteering at Artists Rep. Your service makes an enormous difference to Artists Rep and to its patrons.

Best regards,

Karen E. Rathje
Front of House Manager
Artists Repertory Theatre
krathje@artistsrep.org
503-241-9807 x132

2011/12 Volunteer Usher Contract

ACCEPTANCE BY VOLUNTEER USHER OF VOLUNTEER DUTIES AND RESPONSIBILITIES:

I have read and I understand the expectations set forth in the document entitled "2011/12 Volunteer Usher Job Description & Expectations." I am capable of and willing to fulfill the responsibilities and expectations outlined as a Volunteer Usher for Artists Repertory Theatre.

I understand that if I am unable to perform any of the outlined tasks, it is my responsibility to notify the Artists Repertory Theatre Volunteer Coordinator via email at krathje@artistsrep.org or via phone at 503-241-9807 x132 as soon as possible.

I also understand that if my performance as a volunteer does not meet the standards outlined in the Job Description & Expectations document, I may be asked to discontinue ushering for Artists Repertory Theatre.

Volunteer Signature

Date _____

Print Name

Karen E. Rathje
Front of House Manager

Date _____