

# Volunteer Descriptions

## Gallery Docent

Gallery docents serve the community as tour guides and educators. Volunteers provide a high level of customer service. Minimum age is 18 years. Specific time commitments will be required. Duties of volunteers in this position include:

- Serve as tour guides for visitors to the Gallery and Tempe Center for the Arts including outdoor and backstage areas, when appropriate.
- Serve as community liaison for teachers, artists and/or visitors.
- Provide insightful, informative and inquiry-based tours to a wide variety of ages.
- Assist security and gallery staff with the safety of visitors and artwork.
- Assist gallery staff with research, community outreach, installation and/or de-installation of exhibitions.

## Administrative

The primary function of administrative volunteers is to assist the Tempe Center for the Arts with a wide variety of office tasks. Volunteers provide a high level of customer service. Duties of volunteers in this position include:

- Answer phones and greet the public.
- Assist TCA staff with special projects including mailings, research, data entry, etc.
- Assist TCA staff with phone calls, errands and/or e-mail correspondence.

## Gift Shop

Gift shop volunteers assist visitors with purchases and provide a high level of customer service. Minimum age for gift shop volunteers is 16 years, 14 with an adult guardian volunteering during the same shift. Specific time commitments will be required. Duties of volunteers in this position include:

- Greet customers and offer assistance.
  - Operate a cash register and credit card machine.
  - Handle money, including making change.
  - Stock displays.
  - Answering basic questions about the facility
- Requires the ability to stand for long periods of time and lift boxes of various size and weight (up to 35 pounds).

## Usher/Ticket Taker

The primary function of ushers/ticket takers is to help maintain the safety of the guests. They also provide a high level of customer service. Minimum age for volunteer ushers is 15 years, 12 with an adult guardian volunteering at the same event. Duties of volunteers in this position include:

- Greet and direct the public inside the facility.
- Take tickets at the Theater, Studio and/or Lake-side entrances.
- Hand out programs.
- Answer questions about the facility and events.
- Escort patrons to their seats.
- Requires the ability to lift one-half a box of programs (about 15 pounds) and stand for a minimum of two hours.

## Will Call

The primary function of will call volunteers is to assist Tempe Center for the Arts patrons at the box office. Volunteers in this position provide a high level of customer service. Minimum age for volunteers in this position is 16 years. Duties include:

- Locate tickets left at will call for patrons.
- Accept tickets for will call.
- Answer basic questions about the facility, tickets and programs.
- Assist box office staff with light administrative duties.

## Stagehand

The primary function of stagehands is to assist the Production Coordinator and/or Assistant Production Coordinator with the technical aspects of a show. Minimum age for stagehands is 18 years. Specific time commitments will be required. Duties of volunteers in this position include:

- Move props, instruments, equipment, etc., to areas within the Tempe Center for the Arts.
- Operate the sound or light board OR perform other duties for the entire run of a production, including rehearsals.
- Requires the ability to stand for long periods of time, work in high places and lift a wide range of objects of varying sizes and weight; must be able to lift a minimum of 50 pounds repeatedly.



## Contacts

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