



PERFORMANCE VOLUNTEER POSITION DESCRIPTIONS

PRIOR TO PERFORMANCES AS NEEDED

WARDROBE VOLUNTEERS

At times, the wardrobe department requires some preparation of costumes, minor hand stitching, and other various costume related duties that will be assigned by the Wardrobe Manager as needed. These tasks would take place in the Wardrobe Shop inside NBT's Summerlin Facility.

ONSITE FOR PERFORMANCES

BOX OFFICE RUNNER

This volunteer will report to and shadow staff that will be located in the Box Office prior to each performance. You may be asked to deliver tickets from the VIP/Media Ticket Table to patrons that mistakenly report to the Box Office for their tickets.

VIP/MEDIA TICKET TABLE REPRESENTATIVE

We typically have VIP's and members of the media who need to collect their tickets for that performance. Your role would be to distribute the tickets to the appropriate party. During intermission and after the conclusion of the performance, you may be asked to distribute audience survey forms and ask for feedback from patrons on their experience.

MARKETING INFORMATION TABLE REPRESENTATIVE

You will be at the NBT Information Table before and after the performance as well as during intermission. You will be answering patron questions about subscriptions, upcoming performances, etc. There is typically a staff member either at the table or nearby in case there is a question that you can not answer.

INSIGHTS VOLUNTEER

One volunteer will be placed in each of the lobbies of Reynolds Hall (2). These volunteers will be reminding patrons of the presentation that will be done in Troesh Studio inside Boman Pavilion. The third volunteer will be placed in front of the lobby of Boman Pavilion to direct guests to Troesh Studio.

STUDIO SERIES VOLUNTEERS

Volunteers are needed to assist with our Studio Series performances that take place at NBT's Summerlin facility. We require directionals, ticket attendants and ushers to help our subscribers enjoy these exclusive performances.

ADDITIONAL VOLUNTEERS NEEDED FOR *THE NUTCRACKER*

RED CARPET PHOTO VOLUNTEERS

Volunteers will be asked to take tickets from photo purchasers during Nutcracker and assist with photo distribution almost immediately following their photo session.

BOUTIQUE VOLUNTEERS

These volunteers will report to the Boutique Manager that will be present at each performance. Volunteers will assist patrons by handing them items for their review before purchase. You will also be asked to bag up items, restock shelves during performances, and clean up after all patrons have left. You may be asked to process credit card or cash payments.