



## **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**

#### **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 the performance. You will be assisting patrons to sign up for a giveaway and distribution of materials on upcoming performances or events. There is typically a staff member either at the table or nearby in case there is a question that you can not answer.

#### **PROGRAM DISTRIBUTION/INSIGHTS VOLUNTEER**

A minimum of one volunteer will be placed in each of the lobbies of Reynolds Hall (2). As they distribute programs, these volunteers will be reminding patrons of the educational program *Insights* that takes place in Troesh Studio inside Boman Pavilion 45 minutes before the start of each performance.

**ADDITIONAL VOLUNTEERS ARE NEEDED FOR *THE NUTCRACKER*. SEE BELOW.**

## **ADDITIONAL POSITIONS NEEDED FOR *THE NUTCRACKER***

### **RED CARPET PHOTO VOLUNTEERS**

One volunteer will be placed in the boutique and will sell tickets to guests. Another volunteer will be taking the tickets as well as making sure people are in the correct line for photos (minor crowd control). A second Red Carpet is set in the 5<sup>th</sup> Floor Lobby for balcony guests. Since this is free to patrons, volunteer help is needed for crowd control and to assist guests with family pictures as needed.

### **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, clean up after all patrons have left and possibly help re-stock shelves prior to intermission and the end of the show. You may be asked to process credit card or cash payments.

### **FLOATING VOLUNTEERS**

New position for 2017! Because December is such a busy time for everyone, there are always cancellations that happen. Therefore, the need for floating volunteers has arisen. These volunteers will fill-in any position left open by a cancellation: Boutique, Red Carpet, etc. If there are no cancellations, these guests will help with Program Distribution or at the Marketing Information Table.

### **CHOIR COORDINATOR**

The new feature of having local performing groups/schools perform in the Grand Lobby of Reynolds Hall was starting in 2016. The Choir Coordinator assists the Director of Sales & Patron Services with keeping the groups organized, assisting performers with entry to the lobby at the appointed time, helping coordinate cases, coats, etc., and acting as liaison with group/school coordinators. ***If you are interested in helping with this position, please contact Cindy Fox directly at [cfox@nevadaballet.org](mailto:cfox@nevadaballet.org) or 702.243.2623 ext. 224.***