

PLAZA THEATRE VOLUNTEERS



115 East Main Street
Glasgow, KY 42141
(270) 361-2101
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www.plaza.org

Being a Volunteer at the Plaza is one of the most important positions here at the Plaza Theatre. In many ways it can be even more important than the full-time staff positions. As a Plaza Volunteer you will be the person interacting one-on-one with our Patrons in all kinds of situations. You have the ability to “make or break” the Plaza’s reputation with how you interact with our Patrons and their issues. This is why we take being a Volunteer at the Plaza so seriously.

Plaza Volunteers interact directly with the Patrons on a larger scale than the full-time staff do. While there are only two staff members at any Plaza event, there may be 20 or more Volunteers working that same event. It is obvious that you, as a Plaza Volunteer, are going to touch and affect many more Patrons and their experiences here at the Plaza than the two full-time staff positions.

To become a Plaza Volunteer, a person must meet the following requirements.

- 1) Be 18 years of age or older. Select persons under 18 may become Volunteers as long as written permission is given to the Plaza from the minor’s parent or legal guardian.
- 2) A Volunteer Application Form (see reverse side) must be completed and turned in to the Plaza Executive Director. All Volunteers must be approved by the Plaza Executive Director.
- 3) A potential Volunteer must agree to allow the Plaza to do a full and complete background check should the Plaza deem it necessary. This is especially important in any Volunteer areas that work with children.
- 4) The potential Volunteer must be able to meet the general physical demands of being a Volunteer. These include, but are not limited to: standing for extended periods of time, going up and down steps, going up and down and working on an incline, the ability to tolerate loud noise, the ability to do light to moderate lifting (as needed), the ability to see well in dim lighting or by the light of a flashlight, the ability to count money and make change, the ability to bend, crouch, or kneel at times, etc.
- 5) The potential Volunteer needs to attend a training session before actively working as a Volunteer. Training sessions are offered several times a year. At times, a potential Volunteer may be allowed to work an event prior to full training if the Plaza is short on trained Volunteers. But the Volunteer must still complete the training session at a later date.
- 6) The potential Volunteer must have a good work ethic and good people skills. As the “face of the Plaza” to the public and our Patrons, it is vital that you are able to make a positive and lasting impression on the individuals that pay to attend an event here.

What is a Volunteer?

Volunteers are the backbone of most performing arts centers around the country. Volunteers serve in a variety of positions - everything from driving a nationally known artist to the airport to stuffing envelopes and helping with bulk mailings. A Volunteer is someone who cares about the Plaza and wants to help us make it a success. A Volunteer is a dependable, friendly, outgoing person with a positive attitude and a strong work ethic. A Volunteer may be YOU!

What skills does a volunteer need?

The skills a Volunteer needs are pretty basic, with the exception of a few types of Volunteers. Stage crew Volunteers and Box Office and Concession Volunteers need some specialized skills (which the Plaza staff will be happy to give you). But the basic skills all Volunteers need are: patience, dependability, commitment, thoroughness, friendliness, and a deep caring for the Plaza and our community. We can teach you which button to push or where the Diet Cokes are stored. We can’t teach you to be those other things. If you have a specific skill or set of skills you would like to share with us and with others, we will find a place for you in our Volunteer Family. Just let us know!

Who can be a Volunteer?

YOU CAN! If you have the basic skills listed above and want to try volunteering for the Plaza Theatre, just let us know. You can call us at 270-361-2101 or send us an email at volunteers@plaza.org . You can even indicate the type of volunteering you would like to do and we will do our best to get you in the position you want. But please keep in mind that we need all of the Volunteer positions filled for each show. We can’t start duplicating positions until all the required ones are filled.

What jobs can a Volunteer do?

There are many areas in which to serve as a Volunteer. Just a few are: Ushers / Greeters, Ticket Takers, Ticket Sellers, Will Call Desk, Concession Workers, Technical Crew, Hospitality, Clerical, and Administrative.

What are the benefits to serving as a Volunteer?

- Free admission to the events you are Volunteering to work (can be up to a \$50 value).
- Advance notice of upcoming events.
- Insider information on events.
- Free subscription to the Volunteer newsletter.
- The chance to work with nationally known artists.
- A chance to get to know others in our community and make new acquaintances and friends.
- The knowledge that you are helping to continue the Plaza for generations to come.

Thank you very much for your interest in Volunteering here at the Plaza Theatre. Please do not hesitate to contact us by phone (270-361-2101) or via email at volunteers@plaza.org with any questions you might have.



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Thank you for applying to be a Volunteer at the Plaza Theatre. Volunteers are extremely critical to the success of our mission. Without your assistance, many of the great things we achieve simply wouldn't happen. By completing this application, we are sure to gather all the information we need to make your time volunteering with us a great experience, while meeting all the varied needs we have for volunteers.

PLEASE PRINT CLEARLY!

Your Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Cell: (____) _____ Email: _____

(You MUST have an email address to be a Plaza volunteer)

Please check the areas you are interested in. Note – all volunteers may be asked to work any area. Selections here are not a guarantee of job assignment.

- Ticket selling Ticket Taking Usher Greeter Hospitality Technical Clerical
- Administrative Bulk Mailing Maintenance Custodial Driver

Please mark the days and times you are regularly **NOT** available for volunteering:

- | | | | | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <input type="checkbox"/> days | <input type="checkbox"/> days | <input type="checkbox"/> days | <input type="checkbox"/> days | <input type="checkbox"/> days | <input type="checkbox"/> days | <input type="checkbox"/> days |
| <input type="checkbox"/> nights | <input type="checkbox"/> nights | <input type="checkbox"/> nights | <input type="checkbox"/> nights | <input type="checkbox"/> nights | <input type="checkbox"/> nights | <input type="checkbox"/> nights |

Briefly describe any limitations that may affect your ability to perform the duties of a Volunteer. (Example: can't stand for extended periods of time, no lifting, can't climb stairs, etc.)

Have you ever been convicted of any type of crime?: Yes No

Signature: _____ **Printed Name** _____ **Date:** _____

Please note that as some Volunteer positions may work extensively with children, all applicants for Plaza Volunteers are subject to background checks to ensure the safety of all of our Patrons. If you object to this, please do not complete and submit this application. By signing above you authorize such checks to be made. The Plaza Theatre reserves the right to reject volunteer services from any individual or groups on any grounds it sees fit, with the exception of discrimination based on sex, race, age, religious background, sexual orientation, or ethnic heritage.