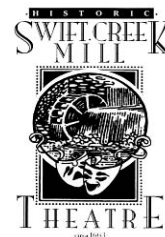




Swift Creek Mill Theatre



VOLUNTEER APPLICATION

Please fill out this application so that we may find the best way to utilize your skills and interests. Applicants must be at least 16 years of age to apply.

Name

Address

City/State/Zip

Daytime Phone / Evening Phone

Cell Phone Birthday (Month/Day)

Email Address

Which days would you like to work?
(Please circle) M T W Th F S SU

Please circle which time you prefer to work
(any of interest)
Morning Afternoon Evening

Suggested Minimum Commitment of 3 hours per month

Please indicate if you have experience with any of the following:

- Sewing/costume design
- Retail Sales
- Giving tours
- Customer Service
- Special Events
- Maintenance

Please check any areas at the theatre in which you have a special interest:

- Ushers/ Greeters
- Head Usher
- Production Support
- Development & Administrative Support
- Marketing Administrative Support

Please check any special events of interest to you:

- Summer Theatre Camp
- Spotlight Series
- Seasonal Decorating

How long do you expect to be a Swift Creek Mill Theatre volunteer?

- Long term (a year or more)
- Short term (a few months)
- Indefinitely

Are there activities you would like to avoid?
Do you have any physical limitations (heavy lifting, climbing stairs, allergies, etc.)

- Yes No

If yes, please list _____

Do you have computer experience?

- Yes No

If yes, please indicate the software you have used:

Do you have any previous theater experience?

Yes No

If yes, where and in what capacity?

Your occupation:

Please list any experience and/or special skills that you bring to Swift Creek Mill Theatre

How did you learn about the Swift Creek Mill Theatre Volunteer Program?

Why do you want to volunteer at Swift Creek Mill Theatre?

Please list a Person to Notify in Case of Emergency

Name _____

Street Address _____

City, State, Zip _____

Home Phone _____

Work Phone _____

E-Mail Address _____

Please list two references we may contact:

Name _____

Daytime Phone _____

Name _____

Daytime Phone _____

Are you a student?

Yes No

If yes, what school do you attend?

Are you at least 16 years of age?

Yes No

If no, how old are you?

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. ***I understand a background check may be conducted,*** and any false representation may effect the approval of this application.

Name (printed)

Signature

Date _____

Our Policy

It is the policy of Swift Creek Mill Theatre to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability. Information provided within this application will only be used for the volunteer needs of Swift Creek Mill Theatre.

Thank you for completing this application form and for your interest in volunteering with us.

Please send application to:

Volunteer Coordinator
Swift Creek Mill Theatre
17401 Jefferson Davis Hwy.
P.O. Box 41
Colonial Heights, VA 23834

Or via email at:

volunteers@swiftcreekmill.com

Job Descriptions

Ushers/ Greeters: Must have strong interpersonal skills, a welcoming manner, be able to lift 15 pounds, stand for long periods of time, climb stairs, and see and lead others in the dark.

Experience in performing arts a plus.

1. Ability to work on a team
2. Ability to escort patrons to seats in all levels of the Theatre
3. Hand out programs
4. Monitor restrooms
5. Assist in directing patrons before curtain and during intermission
6. Other tasks as needed such as preparing programs for individual shows

Head Usher: Must have strong interpersonal skills, a welcoming manner, be able to lift 15 pounds, stand for long periods of time, climb stairs, and see and lead others in the dark.

Experience in performing arts volunteering a plus.

1. Lead and train a group of people
2. Work with General Manager to organize usher assignments for every performance
3. Ability to escort patrons to seats in all levels of the Theatre
4. Work with Stage Manager at all shows
5. Monitor all ushers at performance
6. Perform bi-annual reviews of all ushers to ensure maximum efficiency and morale
7. Other tasks as needed

Production Support: Must be detailed oriented, have strong interpersonal skills, strong communication skills, able to follow directions, work on a team. Must be able to lift up to 30 pounds and to climb ladders up to 8 feet from the floor.

1. Set loading and unloading
2. Handling of lighting, audio and other theatrical equipment
3. Costume maintenance and care
4. Floor sweeping and mopping
5. Transportation
6. Artist Hospitality

Development and Administrative Support: Must be detailed oriented, have strong interpersonal skills, good computer skills, and experience in office work a plus.

1. Bulk mailings
2. Filing
3. Data Entry (Microsoft Excel, Patron database)
4. Word processing (Microsoft Word)
5. Research
6. Acknowledgment mailings
7. Preparing donor and solicitation packets
8. Telephone survey and contact with donors and patrons
9. Other tasks as needed

Marketing Administrative Support: Must be detailed oriented, have strong interpersonal skills, good computer skills, and experience in office work a plus.

1. Data Entry (Microsoft Excel, Patron Database)
2. Mailing List (mail merges, mailing list labels)
3. Assist with press book maintenance
4. Delivery of materials to businesses, other organizations
5. Show and event poster distribution
6. Other tasks as needed