

VOLUNTEER JOB DESCRIPTION

POSITION SUMMARY

Donor Relations Volunteers are a small and select group of high-level volunteers responsible for assisting the Center Theatre Group (CTG) Development Team in all donor cultivation efforts including but not limited to: general office work, events, phone calls and staffing the donor table in CTG theatre lobbies. Volunteers will report to the Development Assistant. A work schedule will be mutually agreed upon. This is a volunteer position and is unpaid. Volunteers will receive two free tickets to every CTG production in the same manner as all fulltime staff members as available. These offers are limited to specific performances and in best available seat locations. In addition, Volunteers will receive a Gold level membership in the Guild with accompanying benefits. CTG provides a dynamic working environment in which duties and responsibilities may change. Volunteers are expected to be flexible and responsive to changes in the scope of their duties. Volunteers are expected to evidence professional work habits including but not limited to being on time, following CTG workplace policies, arriving prepared for meetings and events, being responsive and following through on all donor, supervisor and staff requests. Volunteers should exhibit a positive attitude in relation with donors and fellow staff, and work as a team member with the entire Development staff on all department events and activities.

PRIMARY RESPONSIBILITIES

- Staff the Donor Information Tables in the Ahmanson Theatre, Mark Taper Forum and Kirk Douglas Theatre on a mutually agreed upon schedule to meet and greet donors and introduce non-donors to donor opportunities at CTG.
- Phone call follow up with donors for event RSVPs and as assigned.
- Collect donor research information on donors through face-to-face contact and by doing research as assigned.
- Work Fundraising and Donor Cultivation events as needed such as event set-up, directional greeting, check-in, artist liaison, auction support, catering support and more.
- Performs clerical duties as assigned including but not limited to: filing, answering phones, donor research and preparing mailings.
- Other duties as assigned.

WORK SCHEDULE

- Minimum commitment of 20 hours per month.
- Encouraged to attend the weekly Development Staff meeting, currently scheduled for Thursday, 2:00 p.m., at least once a month.
- Attendance at initial Orientation Meeting required.
- Weekday, evening and weekend hours required—Schedule TBD based on volunteer's schedule and CTG's needs.

QUALIFICATIONS:

- A passion for theatre.
- Demonstrated ability to work well with people of diverse backgrounds.
- Enthusiasm, dedication, a sense of humor and a drive to succeed.
- Must be able to easily travel to, within and around a variety of locations, both interior and exterior for job-related activities.
- Outstanding interpersonal, organization and communication skills

VOLUNTEER APPLICATION

Name _____ Date _____
 Mr. Mrs. Ms. Miss

Street Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ - _____ Work/Cell Phone (____) _____ - _____

Email Address _____

What is the most convenient time to contact you for an interview? Please list day(s) of the week and time(s):

I. AVAILABILITY

	Mornings	Afternoons	Evenings
Weekdays			
Weekends			

I am unavailable at the following times: _____

Any other pertinent information: _____

II. SPECIAL SKILLS/AREAS OF INTEREST

- Administrative Support (filing, typing, copying, etc.)
- Calligraphy
- Data entry (Please list programs: _____)
- Design (Please list mediums: _____)
- Languages (Please list: _____)
- Mailings
- Photography
- Special Events (registration, greeting, ticketing, etc.) (Mostly evening and weekends)

III. BACKGROUND INFORMATION

Length of residence in Los Angeles: _____

Previous residence: _____

Educational background: _____

Occupational background: _____

Current Volunteer Commitments: _____

Previous Volunteer Experience (please list organization and duties): _____

IV. REFERENCES

How did you hear about us?

- Media (Please circle: TV Radio Newspaper Magazine Internet)
- Referred by friend/volunteer
- Center Theatre Group website
- College Career/Volunteer Center
- Other

Please list any Center Theatre Group Volunteers/Staff whom you know:

Name: _____ Name: _____

Phone: _____ Phone: _____

Affiliation: _____ Affiliation: _____

Please list someone who is NOT related to you or living with you:

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

V. OTHER INFORMATION

Are you a Center Theatre Group donor? Yes No

Do you subscribe to a series or attend selected performances at the Music Center? If yes, indicate (S) series or (P) performances:

___ Ahmanson Theatre
___ Mark Taper Forum
___ Kirk Douglas Theatre

___ LA Master Chorale
___ LA Opera
___ LA Philharmonic

Why are you interested in becoming a volunteer at Center Theatre Group?

VI. ACKNOWLEDGEMENT

Acceptance into the volunteer program is contingent upon completing and passing a background/credit check.

The information in this application is true and complete, and I have not knowingly withheld any information. I understand that misrepresentation may be cause for dismissal. I authorize verification of all information contained in this application.

VOLUNTEER'S PORTION:

As a volunteer at Center Theatre Group, I agree to follow all Center Theatre Group guidelines and policies. In addition, I consent to emergency medical attention in the event that I am unable to give my consent. I agree that Center Theatre Group may conduct a background check at its discretion. I am aware that Center Theatre Group has the right to release me from services at any time, just as I have the right to withdraw from volunteer service any time.

Signature: _____ Date: _____

PARENT'S PORTION (for applicants under 18 years of age):

I have read and understand this application and I give my child permission to be a volunteer at Center Theatre Group. I accept full responsibility for my child's participation in this program. I give permission to Center Theatre Group to give emergency medical attention in the event I cannot be reached.

Signature of Parent or Guardian: _____ Date: _____

Signature of Underage Applicant: _____ Date: _____

EMERGENCY CONTACT INFORMATION

Please list someone we can contact in case of an emergency:

Name: _____

Street Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ - _____ Work/Cell Phone (____) _____ - _____

Email Address _____

Relationship to you: _____

TO SUBMIT COMPLETED APPLICATION:

Fax to: (213) 972-7520

Mail to: Center Theatre Group
Development Department
601 West Temple Street
Los Angeles, CA 90012