



# VOLUNTEER POSITIONS AVAILABLE WITH PARTICIPATION IN CALL & RESPONSE

## OFFICE HOURS ADMINISTRATION ASSISTANT

TIME AND LOCATION | Weekday Evenings at Roy Thomson Hall (60 Simcoe St.)

### WHAT ARE OFFICE HOURS?

Volunteering during office hours means you will get a behind-the-scenes glimpse into the administrative life of the Corporation of Massey Hall and Roy Thomson Hall. For an hour and a half you will assist the Education & Outreach team with tasks in their office space.

#### **TASKS WILL GENERALLY INCLUDE:**

- Filing
- Photocopying
- Writing letters
- Stuffing mail



## TEACHING ASSISTANT AT LETS (*Learn English Through Song*)

TIME AND LOCATION | Weekend Mornings at 18 Thorncliffe Park Drive, Toronto ON M4H 1N7

### WHAT IS LETS?

Learning English Through Song or LETS is a program for women new to Canada to improve their language skills and build confidence and friendships through singing.

#### **TASKS WILL GENERALLY INCLUDE:**

- helping set up tables and chairs, and putting them back after the session
- handing out nametags, getting new participants to create new nametags
- handing out handouts and pens
- writing on the whiteboard
- singing along and participating in games to help create enthusiasm
- modelling activities to demonstrate for the class





## SHARE THE MUSIC EVENT ASSISTANT

TIME AND LOCATION | Weekday & Weekend Evenings at Roy Thomson Hall (60 Simcoe St.)

### WHAT IS SHARE THE MUSIC?

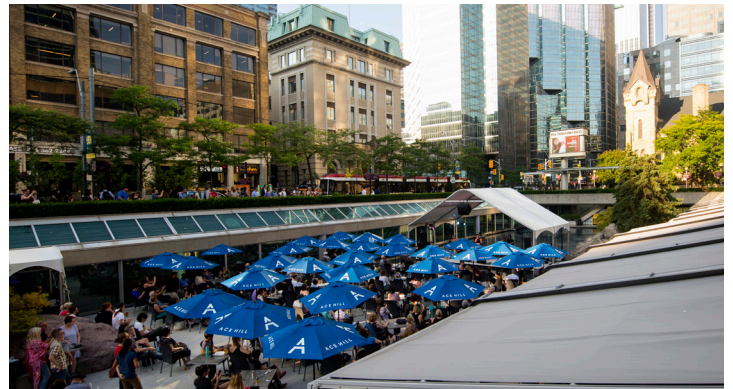
Share the Music provides free concerts tickets and free educational workshops to over 2,200 students annually.

#### TASKS WILL GENERALLY INCLUDE:

- Enthusiastically greeting school groups as they arrive at the entrance
- Walking students to their seats
- Returning to continue to greet more school groups
- Giving any directions about washrooms or seats that school groups or patrons may ask

## FUNDRAISER

TIME AND LOCATION | Weekday Evenings, Live on the Patio at Roy Thomson Hall (60 Simcoe St.)



### WHAT IS LIVE ON THE PATIO?

Live on the Patio is a FREE concert series offered by Roy Thomson Hall and Massey Hall on the Roy Thomson Hall patio during the summer.

#### TASKS WILL GENERALLY INCLUDE:

- Enthusiastically greeting guests as they arrive at the entrance
- Talking to guests about our Education & Outreach programming
- Managing the donation box and the collection of donations
- Helping patrons with any questions they may have about the facility or programming