



VOLUNTEER APPLICATION

PERSONAL INFORMATION (Please Print)

Full Name (Last, First, Middle Initial): _____ Date: _____

Complete Address: _____

Phone: _____ Alternate Phone: _____

E-mail: _____ Area(s) of Interest: _____

Availability: DAYS NIGHTS WEEKENDS Are you age 18 or older? YES NO

Have you ever worked for The Peace Center before? YES NO

If Yes, When? (Give dates) _____ Job Title: _____

Do you have any relatives or friends who work at The Peace Center? YES NO

If yes, please provide Name(s) and Position(s): _____

Have you ever been convicted of a crime? (Do NOT include traffic violations.)

YES NO If YES, please provide details including dates and disposition:

EDUCATION

	Name/Location	Course of Study	Years Attended	Degree or Diploma Earned
High School				
College				
Trade School				
Graduate School				

EMPLOYMENT HISTORY – Please list most recent first

Name of Employer:		Telephone Number:	
Full Address (Including Street, City, State & Zip):		Supervisor's Name and Title:	
Dates Employed:	Describe Work Performed:		
Name of Employer:		Telephone Number:	
Full Address (Including Street, City, State & Zip):		Supervisor's Name and Title:	
Dates Employed:	Describe Work Performed:		

VOLUNTEER SERVICE HISTORY

Name of Organization:		Telephone Number:
Full Address (Including Street, City, State & Zip):		Contact Name and Title:
Dates Volunteered:	Describe Work Performed:	
Name of Organization:		Telephone Number:
Full Address (Including Street, City, State & Zip):		Contact Name and Title:
Dates Volunteered:	Describe Work Performed:	

OTHER INFORMATION

Please list any performing arts related skills, course/training, experience, or other relevant venue experience:

Community Affiliations (clubs, service organizations, etc.):

Languages (list any languages other than English and rate your fluency):

Please tell us why you want to volunteer at the Peace Center:

References (please list three references including contact information):

Notification and Agreement (Please read before signing):

I certify that all information provided by me on this application is true and complete. I understand that the misrepresentation of information on this application will be cause for the denial of volunteer opportunities, or dismissal from volunteer work regardless of when or how discovered.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature of Applicant: _____ **Date:** _____



POSITION DESCRIPTION

Position: Volunteer Usher
Reports To: Patron Services Manager

POSITION SUMMARY

The Volunteer Usher is the public face of the Peace Center and is plays a vital role during performances and events. Working under the direction of the Patron Services Manager and House Manager, the Volunteer Ushers are responsible for ensuring that Patrons have tickets for the proper event and for creating a positive and enjoyable experience for all who enter the venue.

ESSENTIAL DUTIES (Include, but are not limited to)

- Greet Patrons and scan their tickets for each show.
- Assist Patrons with wayfinding.
- Attend to special needs that may require extra attention.
- Assist Patrons with seating issues.
- Monitor access to the audience chamber as necessary.
- Assist with set up and break down of Lobby materials for events, including tables, rope and stanchions, programs, etc.
- Remain knowledgeable about all Peace Center programs and facilities.
- Follow all safety guidelines and processes to create a safe environment for all Peace Center Patrons.
- Report any security issues or unsafe conditions immediately to a member of management.
- Help to evacuate the Patrons in case of an emergency
- Ensure that all Peace Center policies and procedures are adhered to during events.
- Comply with all guidelines in the Front Of House Handbook.
- Perform other related duties as assigned and deemed necessary to the position.

QUALIFICATIONS

- An appreciation for excellent guest service.
- Must enjoy working with public.
- Must possess an appreciation for the Performing Arts
- Must be at least 17 years of age
- Excellent communication and problem solving skills
- Desire to be part of a close-knit and high-performing team
- Ability to maintain composure in sometimes difficult interpersonal situations
- Ability to remain calm and think clearly in emergency situations
- Must be available to work a minimum of 5 Peace Center events monthly

PHYSICAL REQUIREMENTS

- Must be able to remain in a semi-stationary position for up to 4 hours
- Must be able to recognize and identify printed information on event tickets
- Ability to learn the operation and trouble shooting of electronic ticket scanners
- Frequently lift and move objects weighing up to 30 lbs.
- Frequently ascend/descend stairs to move objects and assist Patrons in the theatre
- Ability to sometimes work in low light conditions
- Ability to work an irregular schedule including days, evenings, weekends and holidays as assigned

VOLUNTEER ACKNOWLEDGMENT

Peace Center management has reviewed this position description to ensure that essential functions have been included. It is intended to provide a guideline for volunteer expectations and the volunteer's ability to perform the position described. It is not intended to be construed as an exhaustive list of all volunteer duties and additional responsibilities may be assigned as appropriate. This document does not represent an expressed or implied contract of employment. The Peace Center reserves the right to change this position description as deemed appropriate.

Print Volunteer Name

Volunteer Signature

Date Signed