Hubbard Hall

Volunteer Job Descriptions
Performances/Events:

Box Office:

Responsible for checking in patrons at the door, taking payments for tickets and solving ticketing issues.
Will need to arrive at least half hour before the house opens (1 hour before the show).
Works with House Manager and EPC frequently.

House Manager:

Responsible for the opening and closing of the space before and after shows. Perfroms tasks on the pre-performance task list. Handles problems within the performance involving patrons (interruptions, early departure).
Works with Box Office and EPC frequently .

Hospitality

Sells/distributes refreshments to patrons prior to performances and during intermission.
Works with House Manager and EPC frequently.

Hubbard Hall

Volunteer Job Descriptions

Ushers:

Provides general assistance to audience members including: distibuting programs, answering questions, monitoring patrons arriving by the elevator, and handling movement and activities during intermission.
Works with House Manager, Hospitality and EPC freqently.

Volunteer Tech Opportunities*

Light Board Operator

Assistant Stage Manager

Backstage Help

Costume Alterations and Maintenance

-other positions and opportunities will be added as needed.

*These positions will be alllocated to those who have training, or who would like to train with Moe Cossey.