

## **Growing Stage Volunteer Information Sheet**

Thank you for your interest in volunteering - we would love for you to join us! Please review this information sheet and then complete the registration form to be added to our Volunteer List. Once you are registered as a volunteer, you will receive the full Volunteer Handbook.

- Volunteers are required to be at least 16 years old. Young people under 16 may volunteer if a parent or guardian volunteers with them.
- A link to our Volunteer Sign-Up page will be sent via email a few weeks prior to the opening of a show. You can review the dates and times of each performance and then sign-up for any performance(s) where there are volunteer slots available. When you sign-up, you are committing to that date and agree to be on time. The Growing Stage should be contacted right away if you find you are unable to make it to a date you have signed up for.
- We welcome enthusiastic volunteers who work well with others! We ask that everyone present a friendly and welcoming attitude to patrons and fellow volunteers.
- Volunteer shifts are typically about 3 hours in total from arrival through clean up, however this can vary depending on the length of the performance.
- When you arrive to volunteer, you will be given an assignment. We cannot guarantee specific assignments in advance so you may be asked to do any of the following. (Please let the Volunteer Manager know in advance if you require any specific accommodations.)
  - Concessions/Popcorn Maker – Make popcorn and fill popcorn boxes, keep concessions stocked, clean the popcorn maker.
  - Concessions/Seller – Assist with popcorn and help stock concessions, use the Square app on provided iPad to sell concessions and merchandise – includes cash and credit card handling, help clean up concession area.
  - Ticket Scanner – Greet patrons and welcome them to the theatre. Use provided iPhone to scan tickets.
  - Playbills – Greet patrons and hand out playbills after their tickets have been scanned.
  - Usher – Direct patrons to seats, answer questions, assist with booster seats.
  - Merchandise Seller – Use the Square app on provided iPad to sell merchandise – includes cash and credit card handling.
  - All volunteers help as needed during intermission and help clean up after the performance. After performance clean up includes sweeping, picking up and taking out garbage, and straightening or taking down folding chairs.

If you have any other questions before you register as a volunteer, we are happy to help!

Please contact Matthew at [boxoffice@growingstage.com](mailto:boxoffice@growingstage.com) or 973-347-4946