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VOLUNTEER APPLICATION

Volunteers are the backbone of every experience shared at the Niswonger Performing Arts Center of Northwest Ohio. Our volunteers are dedicated and committed individuals who enrich the lives of others in the community. Serving as ambassadors to the public, NPAC volunteers are vital to the success of the NPAC. Thank you for your interest in joining this group of special people.

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ (HOME) _____ (CELL)

_____ (WORK/OTHER PHONE)

EMAIL: _____ **BIRTHDATE:** _____

DRIVER'S LICENSE NO. & STATE: _____

What position(s) would you like to volunteer for? (volunteer descriptions on page 2-3)

Have you worked in a performing arts center before? _____

If yes, please list your experiences and duties: _____

If you have previous ushering experience, would you be interested in being a Head Usher for the NPAC and what supervisory/management or ushering experience do you have? (*this position will require additional training, a more extensive time commitment and this person must have a very high level of dependability.*)

REFERENCES *(please list 2 people who are not relatives):*

1) NAME: _____

ADDRESS: _____ PHONE: _____

2) NAME: _____

ADDRESS: _____ PHONE: _____

AVAILABILITY *(please check all that apply)*

Week days

Week Nights

School Events

Weekends

Days Only

Nights Only

Anytime

VOLUNTEER POSITIONS AND GENERAL RESPONSIBILITY DESCRIPTIONS:

BOX OFFICE: The primary responsibility of this position is to provide guests with a positive initial experience at the NPAC. This experience is created by aiding patrons with accurate event information and assisting them in purchasing and/or picking up tickets to NPAC events. This position is expected to work cohesively with all employees of the NPAC in maintaining an extreme level of customer service. This position requires answering phones and basic computer skills.

COAT CHECK: The responsibility of this position is to provide safekeeping for patrons' personal belongings while attending events at the NPAC. This position requires checking coats at the beginning of events, staying with or making sure patrons' belongings are locked up during events and returning belongings upon completion of event.

CONCESSIONS: This primary responsibility of this position is to provide guests with a first class experience at the concession stand during events. It requires handling money, making change, customer service, restocking refreshments during events.

DRIVER/RUNNER: The primary responsibility of this position is to be available throughout the day of/or run of an event. This position is to accommodate the detailed needs of the cast and crew. This could include travel to airport, hotel, eateries, errands, etc. This position also must maintain a high level of respect and privacy of each performer and completing tasks as outlined in the rider through the Facilities Coordinator.

PROGRAMS: The primary responsibility of this position is to ensure that event programs are distributed to patrons.

TICKET TAKERS: The primary responsibility of this position is to ensure that all patrons visiting the NPAC are accounted for. This is accomplished through ticket stub removal/scanning as patrons enter the music or lecture halls. This position requires knowledge of the facility seating, a positive attitude, as well as be expected to work cohesively with all employees and volunteers of the NPAC in maintaining an high level of customer service.

USHER: The primary responsibility of this position is to provide guests with a positive experience at the NPAC. This experience is created by helping patrons find their correct seats during events, escorting late comers in and those exiting during performances out, as well as handling minor emergencies or directing issues to head ushers. This position is expected to work cohesively with all employees and volunteers of the NPAC in maintaining an extreme level of guest service. Always remember you are the face of our Performing Arts Center!

VENDOR SALES: The primary responsibility of this position is to provide guests with a pleasant experience while giving patrons the opportunity to purchase NPAC and/or artist merchandise. This experience is accomplished through excellent customer service skills and fulfilling patrons' orders in a polite and timely manner. This position is expected to work cohesively with all employees of NPAC in maintaining an extreme level of guest service.

WARDROBE: The primary responsibility of this position is to be available throughout the day of/or run of an event to help with show wardrobe. This could include laundry duties, ironing, steaming, helping with clothing changes, mending, etc. throughout the run of the event. This position also must maintain a high level of respect and privacy of each performer and completing tasks as outlined in the rider through the Technical Director.