



A NOT-FOR-PROFIT MULTI-ARTS  
LEARNING AND PERFORMANCE CENTER

WHERE ART HAPPENS

68 Mountain Rest Road, New Paltz, NY 12561 | 845-255-1559  
unisonarts.org | info@unisonarts.org

## Volunteer Job Descriptions

Each year our wonderful Unison volunteers log thousands of hours, doing everything from ushering to behind-the-scenes support. Our dedicated volunteers are incredible assets; we applaud them all with standing ovations!

Volunteering includes: ushering, baking, and parking assistance at performances, event promotion, fundraising, publicity, general office and event-specific help. Please note that you will ALWAYS be dealing with the public and representing Unison Arts Center in a professional manner.

**Please make sure to CONFIRM your scheduled time to volunteer. If you CANNOT maintain your commitment, PLEASE contact office staff with as MUCH notice as possible. Office Hours: Monday – Friday 10am- 3pm. Office phone is not answered before/during performances- EMAIL notice.**

### Performances:

#### **Usher:**

Duties: To greet guests, check off list patrons who have pre-purchased tickets, offer a program, and “usher” them into the Performance space. Please make sure to assist with cleanup after the performance.

Preparation: Arrive 45 minutes prior to performance opening to “check in” with Event Manager/ Unison staff, get your nametag and attendance list. You will be on your feet during this time.

Location: Front door in Box Office.

Contact: Event Manager/ Unison Staff

#### **Box Office Assistance:**

Duties: To greet guests and, if they have not pre-purchased tickets, assist Box Office Manager

within the Box Office with cash sales. Please make sure to assist with cleanup after the performance.

Preparation: Arrive 45 minutes prior to performance opening to “check in” with Event Manager/ Unison staff, get your nametag and meet with Unison staff in the Box Office

Location: Box Office window.

Contact: Event Manager/ Unison Staff

#### **Refreshment Preparation and Server:**

Duties: To provide baked goods/ snacks during the performance. Prepared foods that can be sliced/ portioned, served individually during performance. Assist 2<sup>nd</sup> server: plate refreshments in individual servings. Other than coffees/teas, Servers pour wine and hand refreshments to guests. Please do not allow guests to touch hot urns, other food, etc. Please make sure to assist with cleanup after the performance.

Preparation: Arrive 45 minutes prior to performance opening to “check in” with Event Manager/ Unison staff.

Location: Back of performance space.

Contact: Event Manager/ Unison Staff

#### **Refreshment Server:**

Duties: To greet guests and serve refreshments to guests in the Performance space. Assist Baker/2<sup>nd</sup> Server to plate refreshments in individual servings. Other than coffees/teas, Servers pour wine and hand refreshments to guests. Please do not allow guests to touch hot urns, other food, etc. Please make sure to assist with cleanup after the performance.

Preparation: Arrive 45 minutes prior to performance opening to “check in” with Event Manager/ Unison staff, get your name tag and “bank” envelop for the event. You will be provided cash as change for refreshment purchases. At the end of the evening, please make sure clean up and DROP bank envelope in the safe box next to the office door.

Location: Back of the performance space.

Contact: Event Manager/ Unison Staff

### **Parking Assistant:**

Duties: To greet guests and assist with safely parking cars within the parking lot. Cars should be able to pass easily through the lot and not block walkways, other vehicles, handicapped spaces, etc. Please make sure to assist with cleanup after the performance. You will be on your feet and outside. (Please dress accordingly)

Preparation: Arrive 45 minutes prior to performance opening to “check in” with Event Manager/ Unison staff, get your nametag and maintain a presence at the entrance to the parking lot to direct traffic.

Location: Unison parking lot

Contact: Event Manager/ Unison Staff

### **Office:**

**Reception:** Needed Availability M-T 1p- 4p

Duties:

- To greet guests and assist with directing them.. Provide information about upcoming performances and classes- including providing the brochure/ flyers/ etc. Serve as the “first face” of Unison.

- Provide hands on support to Instructors for daytime classes and workshops as needed. Provide information of the current displayed artwork and sculpture garden installations. (Information is printed and provided)
- Direct ticket purchasers to the back office.
- Provide office assistance in envelope stuffing, phone call answering and follow-ups, retrieving correspondence, updating flyers and keeping Community Wall postings current.

Preparation: Schedule the date/time volunteering can be provided with office contacts and confirm tasks during your shift. You may be sitting within the Box Office or expected to walk the space/gallery/ sculpture garden. Lifting/sorting may be required.

Location: Front entrance /Box Office.

Contact: Unison Staff/ Executive Director.

**Distribution:** Needed Availability ALWAYS

Duties: To regularly (at LEAST 2x a month) collect and distribute the Unison brochure, event flyers, performance posters, workshop information, etc.

Preparation: Retrieve flyers/ information for distribution from office staff during regular office hours.

Location: Hudson Valley

Contact: Unison Staff/ Executive Director.

### **Event:**

As needed. Each Event Manager will identify needs and Unison staff will promote. (Example: Barn Sale, Winter Appeal)



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***Thank you in advance for your contribution to the success of Unison Arts Center! Please contact office staff to inquire about volunteer opportunities! info@unisonarts.org 845-255-1559 (M-F 10a-3p)***

***Opportunities are periodically posted via Unison Email Blasts. Make sure you are on our electronic mailing list!***