

TOWN HALL ARTS CENTER

NEW VOLUNTEER GUIDE

(UPDATED JULY 2017)

REVIEW THE VOLUNTEER GUIDELINES

STEP 1

Review the Volunteer Requirements & Guidelines and prepare any questions or concerns. Follow the links at:

www.townhallartscenter.org/volunteers/

SCHEDULE THEATER TOUR + Q&A SESSION

STEP 2

Contact the Volunteer Manager to schedule a theater tour + Q&A session
Corey Brown, 303.794.2787 x213, cbrown@townhallartscenter.org

SCHEDULE VOLUNTEER DATES

STEP 3

Visit the Volunteer Calendar on our website & follow the links to SignUpGenius.com to view and edit your volunteer schedule: www.townhallartscenter.org/volunteercalendar/

VOLUNTEER!

STEP 4

Volunteers should arrive ONE HOUR prior to show time. Check in with House & Box Office Managers for assigned positions and duties. Please stay for your entire shift or until dismissed by House & Box Office Managers

RECOGNIZE YOUR TEAM!

STEP 5

Use our THAC Recognition Program #OFFSTAGESTARS to highlight fellow volunteers, staff, cast crew, etc. for their efforts using the mailbox in the lobby or visiting:

www.townhallartscenter.org/offstagestars/

Submissions will be featured on the THAC Blog monthly at:

www.townhallartscenter.org/blog/

QUESTIONS? CONTACT:

Corey Brown, Operations Director & Volunteer Manager
(303)794-2787 x 213 | cbrown@townhallartscenter.org