



### Volunteer Needs for *An Evening at Desert Botanical Garden*:

We need 14 volunteers per show, all shows begin at 8 pm and every volunteer shift is from **5:30 pm – 10:00 pm**. As far as any special recommendations/skills we ask that all volunteers are able-bodied as the performances are outside in May/June and they will be required to stand for the majority of their shift.

#### **Performance Dates:**

Tuesday, May 17  
Wednesday, May 18  
Thursday, May 19  
Friday, May 20  
Saturday, May 21  
Tuesday, May 24  
Wednesday, May 25  
Thursday, May 26  
Friday, May 27  
Saturday, May 28  
Tuesday, May 31  
Wednesday, June 1  
Thursday, June 2  
Friday, June 3  
Saturday, June 4

#### **Requirements:**

- Outstanding people skills, the ability to interact with the public in a positive and helpful way
- A clear speaking voice and the ability to provide excellent customer service in a fast-paced environment
- Ability to stand for long periods of time

#### **Responsibilities include:**

##### **TICKET-TAKERS**

##### **Duties**

- Help prepare site for guests by putting linens and table numbers on each table
- Greet all patrons as they enter
- Read and check ticket to make sure they are at the correct performance
- Ensure ID is checked by Security and they receive a wristband if they plan to drink alcohol
- Hand out program books to all patrons as they enter
- Answer questions from patrons or refer audience members to staff when appropriate
- If there are any ticket questions/problems, please direct them to Staff at the Box Office
- Opportunity to watch performance from sidelines (seat not guaranteed)
- After performance ends, assist in pick-up of performance site

## **BOX OFFICE**

### **Duties**

- Help prepare site for guests by putting linens and table numbers on each table
- Distribute Will-Call tickets
- Opportunity to watch performance from sidelines (seat not guaranteed)
- After performance ends, assist in pick-up of site

## **USHERS**

### **Duties**

- Help prepare site for guests by putting linens and table numbers on each table
- Greet all patrons as they enter
- Help direct patrons to their designated seating area or table
- Answer questions from patrons or refer audience members to staff when appropriate
- Opportunity to watch performance from sidelines (seat not guaranteed)
- After performance ends, assist in pick-up of site

## **ATTIRE**

Khaki bottoms, sun dresses or skirts are encouraged; any color polo shirt; comfortable shoes. The entire event is outside, so please strongly consider wearing sunscreen, a hat and bringing sunglasses. It can get warm until the sun goes down. Water will be provided.

## **THANK YOU VOUCHERS**

As you sign out for your volunteer shift, you will receive a voucher redeemable for one ticket to a future Ballet Arizona performance or one adult class at The School of Ballet Arizona. Volunteers may earn up to TWO vouchers for this production only. Instructions for redeeming these vouchers are printed on the actual vouchers.

## **PARKING/TRANSPORTATION**

The Desert Botanical Garden is located at 1201 North Galvin Parkway, Phoenix 85008. Please park in the designated areas for Ballet Arizona (denoted with signage). Parking is free.

## **Contact Information**

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