



V I L A R
P E R F O R M I N G
A R T S C E N T E R

NEW VOLUNTEER OPPORTUNITIES INTEREST FORM

Please complete and return the form below only if you are interested in exploring new opportunities at the VPAC. You can try out these new areas instead of ushering, or if you prefer, in addition to ushering responsibilities.

Once completed, the specific department head will contact you for a general interview. By filling out this form you are not committing, but just putting yourself out for general interest and additional information.

Email completed form to volunteer@vfv.org or fax to 970-748-1396.

NAME: _____

TEL. NO.: _____

EMAIL ADDRESS: _____

I am interested in helping with the following departments (see below for descriptions):

- € Artist Hospitality
- € Show Runner
- € Show Security
- € Show Crew
- € VPAC Street Team

DESCRIPTIONS OF THE NEW VPAC VOLUNTEER OPPORTUNITIES:

Artist Hospitality

Volunteer will assist the F&B Manager in the preparation and execution of all backstage artist hospitality. Shifts will be throughout the day as well as during the show. Some shifts may be less food preparation and more sitting by the green room to help artist with any hospitality needs as well as refreshing food/beverage. Knowledge of food preparation and hospitality is a plus, but not necessary.

Show Runner

Volunteer will assist technical team the day of show with transportation and last minute tour needs. Duties may include driving VPAC vehicle to lead tour buses/trucks from lot to venue, driving tour management to stores or dry cleaners, etc. (shuttling artist, band members and crew between their hotel and the VPAC, running errands and doing local shopping for artists and touring staff.)

Show Security

Volunteer will assist front of house staff the day of show in aspects of show security. Duties may include guarding artist entrance door beginning in the morning or afternoon of the show, as well as positions in the theater just before, during, and after the show. Note that this position may have a good deal of standing/sitting involved. Volunteer will be supplied with security shirt that must be worn at all times.

Show Crew

Volunteer will assist technical team in positions that will include load-in, load-out, and other activities. Specific positions include:

- Electrician – assist with hanging or placing, circuiting, coloring and focusing lights, operating follow spots.
- Basic Stage Crew support – unloading and loading trucks, setting up scenery and equipment and operation of various theatrical equipment.
- Wardrobe – laundry, pressing, steaming, wig preparation and assisting performers with costume changes.

Street Team Marketing

- Place show posters around town in highly visible places
- Distribute show flyers and VPAC info at events throughout the Valley
- Work at the VVF info table during events throughout the Valley
- Work with the local hotel property
- Talk to everyone you meet about the upcoming shows
- Be a VPAC ambassador among your friends and family with postings on Facebook, Twitter, etc to help promote events