



Jane Franklin Dance

Volunteer Job Descriptions

Box office/front-of-house manager

- Set-up box office 1 1/2 hours prior to performance for performances at Gunston Theater One on January 8, 2005 – matinee & evening, April 28, 2005 – evening; Theatre on the Run June 25, 2005 – evening.
- Track audience attendance in various admission categories: general, child, senior, group
- Count monies at end of performance and submit head count and admissions totals
- Arrange for volunteer ushers
- Fold programs
- Print and create tickets – color coded by price point/type

Accounting and financial oversight

- Complete monthly entries into Quicken
- Assist in preparation of annual budget for board approval and periodic financial reports

Reception/refreshments chairperson

- Seek refreshment donations from individuals or businesses
- Set up refreshment tables 1 hour prior to performance and have refreshments available prior to the show, during intermission, and at the completion of the show
- Man refreshment table or seek volunteers to do so
- Account for donations of money received
- Organize Cakewalk (usually following Saturday Matinee performances)
- Organize Raffle (for free tickets) design & print raffle tickets, conduct the drawing

Annual Fundraiser Chairperson

- Coordinator of committees for fundraiser including audience development and reception/refreshment
- Schedule committee meetings, send meeting notices, attend meetings and take minutes
- Develop ideas for an invitation
- Seek program ads—and coordinate staff to do so
- Conduct mailing of invitations
- Staff fundraising event and oversee volunteer assistance

Volunteer coordinator

- Recruit volunteers and encourage board members to do so
- Orient volunteers to mission, history and programs of JFD
- Assign volunteers to organizational tasks as needed