

Thank you for taking the time to inquire about volunteer opportunities at the Luther Burbank Center for the Arts. There are several opportunities of volunteering that might be of interest. Please find below brief descriptions of the volunteer positions.

**Front of House Volunteer Opportunities:**

**Usher**

The Usher Program consists of friendly and energetic volunteers who assist at Center events by greeting patrons; checking and taking tickets; passing out programs and escorting patrons to their seats; answering patron questions and providing general assistance; and assisting patrons while exiting the theater after the performance. Our Ushers are expected to provide the utmost in service to our patrons to guarantee a great experience during their visit with us. Ushering requires standing for extended periods of time.

**Usher – School Performances**

Certain ushers may volunteer to usher at school shows, which are scheduled on weekdays and welcome several hundred students to each performance. Ushers working these performances are subject to the same rules and directives as any other usher at any other performance. While the staff on duty may be different at school performances, the expectations of ushers will be consistent with any other assignment.

**Hospitality Volunteers:**

**Greeter**

Greeters are available to welcome patrons, direct patrons to the Ticket Office and Will Call, answer any questions about the theater or seating locations, etc. They remain just inside of the North and/or South lobby doors and help manage the flow of traffic to ensure there is no congestion inside the lobby doors. They may also direct patrons to the Art Walk and the Concessions areas when open. Greeters must remain at doors until 30 minutes after the start of the show or following intermission.

**Line Control**

Line Control Volunteers are stationed at the start of each concessions line. They are responsible for the flow of traffic, directing concessions patrons to the next available bartender and ensuring there is no congestion inside the concessions area. Line Control Volunteers are expected to remain on site thru intermission.

**Concessions Server**

Volunteers greet families and warmly serve concessions at all Family Fun Series performances. Family Fun Series performances often begin at 6:30 pm and last for a full hour. Concessions are sold both before and after the performance. In addition volunteer servers may be asked to serve concessions at 3<sup>rd</sup> party rental events and occasional events hosted by the Center.

**Water Service**

Volunteers at the water station help concessions with selling water bottles. The water station is in place for patrons wanting to only buy water without having to stand in long lines. The position deals with handling cash only. Water service volunteers are expected to work through intermission.

**Administrative:**

The Administrative office offers opportunities for assisting staff from various departments with special projects such as preparing mailings, data entry and reception service. Departments include Volunteer Office, Development, Programming (arts, entertainment and education), Operations, Entertainment, Business Partnerships and Community Rentals, and Finance.

**Fun with Art Volunteers:**

If you enjoy working with families and love art, this is a great way to share the wonder and joy of the arts with the next generation! Before each of our Family Fun Series performances, you'll help set up the Fun with Art project and assist families while they make art together.

If interested in these opportunities, please fill out an application and circle the areas of volunteering that interest you. Once your application has been received our Volunteer Supervisor will contact you to set up an interview.

Again, thank you for your interest in volunteering at the Luther Burbank Center for the Arts. As a volunteer of the Luther Burbank Center you will be expected to uphold the policies and procedures of the Center. Volunteers are required to volunteer a minimum of 8 hours per month (or two performances). We host new volunteer orientations once a month.

---



LUTHER BURBANK CENTER  FOR THE ARTS

How did you hear about us?:

---

Please indicate which volunteer group(s) you would like to offer your volunteer energies (Circle):

Usher\*                      School Show Usher (Day performance)                      Hospitality  
Administration                      Fun with Art Volunteer

**\*Please note at this time there is a wait list for ushers. Applicants will be notified for interviews as volunteer usher position become available.**

Some of our shows contain adult language/content that may be considered offensive in choice of language. If necessary, would you be willing to volunteer for just such a performance?

(Circle):      Yes      No      Are you bi-lingual?      (Circle):      Yes      No  
If yes, in what language? \_\_\_\_\_

The Center is seeking volunteers who consider themselves to be: team players, have a sincere interest in improving our patron experience; and, genuinely enjoy helping others. Please list examples of why you think these attributes apply to you:

---

---

I enter this volunteer engagement willingly and without promise, expectation or receipt of compensation for services rendered.

---

Signature

Date