

# VOLUNTEER

WITH



## PROGRAM REQUIREMENTS

Some of these include:

- Attendance at training.
- The ability to receive and send emails.
- The availability to work a minimum number of events each season, including evenings and weekends.
- The ability to meet health and safety protocols that may be in place.
- Conformity to a dress code.
- Ability to stand for extended periods of time.

There are some positions that have additional requirements:

- Concessions, bartending and retail sales require willingness to learn how to transact cashless sales on payment hardware/software.
- Ushers are required to walk up and down stairs without aid and have the ability to read small print in low lighting.

## Application and additional information

The enthusiasm, commitment and hard work of volunteers enable us to provide entertainment which enhances the quality of life in the greater Capital Region. Learn how you can be a part of Proctors Collaborative, support our mission, make new friends, and experience outstanding professional performing arts productions.

For more information and to submit a volunteer application, visit

[proctorscollaborative.org/support-us/volunteer](http://proctorscollaborative.org/support-us/volunteer)



## PROCTORS

Proctors is a 2,650-seat former vaudeville house with two smaller black box theatres, presenting over 300 live performances a year in Schenectady, from touring Broadway to comedy to music and more.



## theREP★

theREP is the region's preeminent professional theatre, staging more than 160 performances a year in its new home in Albany.



## UPH

UPH, located in the heart of downtown Saratoga Springs, is a 19th century High Victorian Gothic church transformed into a state-of-the-art performance facility seating 680.

Proctors, theREP and UPH are all part of



To apply visit

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For more information contact Tasha Hudson,  
[thudson@proctors.org](mailto:thudson@proctors.org), 518.382.884 x169



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PROCTORS theREP★ UPH  
SCHENECTADY ALBANY SARATOGA SPRINGS

# WHY VOLUNTEER?

An integral part of our patrons' theatrical and entertainment experiences with us is their personal interaction with Proctors Collaborative volunteers. Donating your time, talents and energy to create memorable experiences for every guest is an invaluable gift. Our volunteers make a world of difference to the viability of our organization; without them we couldn't open our doors!

Volunteers receive access to performances. Discounts are also available at concessions at all venues, as well as purchases at the Cafe and Gift Centre at Proctors.

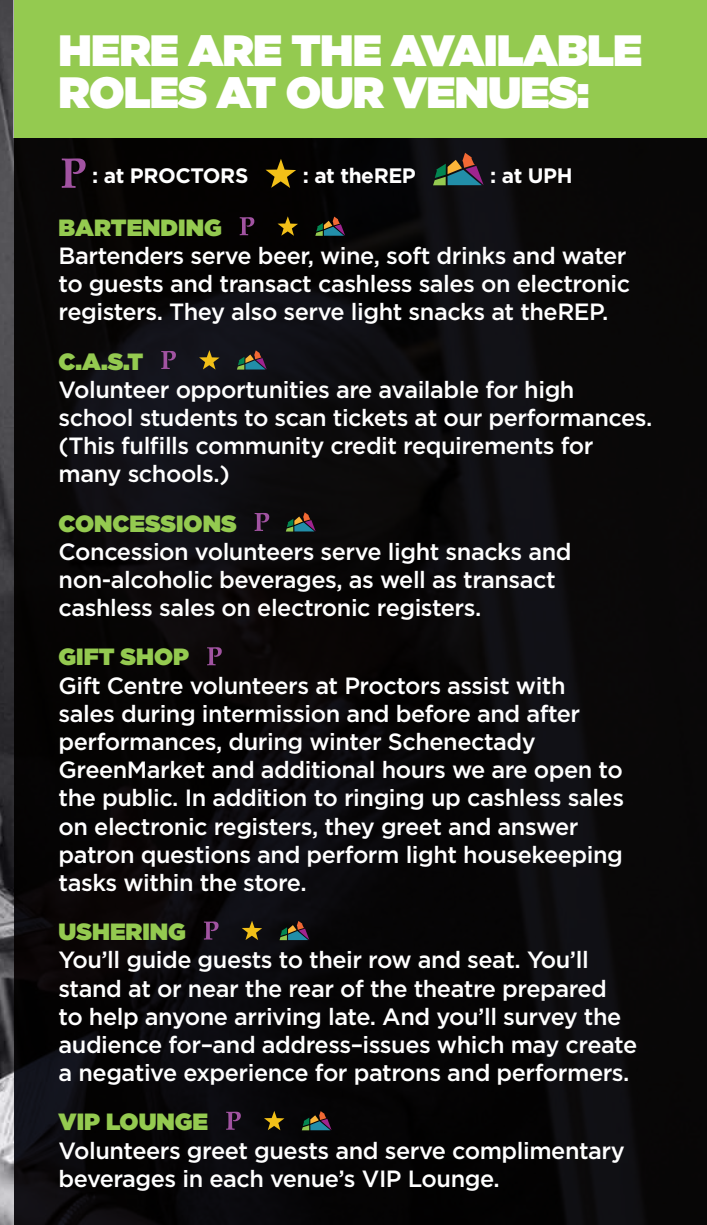
If you value performing arts and arts education in your community... we need and want you!

**Our guest services team seeks energetic, highly motivated, customer service-oriented volunteers to greet and serve guests at our three venues. Our volunteers support our Box Office and Front-of-House staff by creating a welcoming environment, answering general questions, directing guests as needed, and serving in our concessions, bar and gift operations.**




“  
**the experience,  
the theatre,...  
the atmosphere  
of the arts...  
that's what I enjoy  
the most; I feel like  
I'm a part of it!**  
”

**Donna Boykin**  
PROCTORS COLLABORATIVE  
VOLUNTEER for 16+ years



# HERE ARE THE AVAILABLE ROLES AT OUR VENUES:

**P** : at PROCTORS   **★** : at theREP    : at UPH

## **BARTENDING** **P** **★**

Bartenders serve beer, wine, soft drinks and water to guests and transact cashless sales on electronic registers. They also serve light snacks at theREP.

## **C.A.S.T** **P** **★**

Volunteer opportunities are available for high school students to scan tickets at our performances. (This fulfills community credit requirements for many schools.)

## **CONCESSIONS** **P**

Concession volunteers serve light snacks and non-alcoholic beverages, as well as transact cashless sales on electronic registers.

## **GIFT SHOP** **P**

Gift Centre volunteers at Proctors assist with sales during intermission and before and after performances, during winter Schenectady GreenMarket and additional hours we are open to the public. In addition to ringing up cashless sales on electronic registers, they greet and answer patron questions and perform light housekeeping tasks within the store.

## **USHERING** **P** **★**

You'll guide guests to their row and seat. You'll stand at or near the rear of the theatre prepared to help anyone arriving late. And you'll survey the audience for—and address—issues which may create a negative experience for patrons and performers.

## **VIP LOUNGE** **P** **★**

Volunteers greet guests and serve complimentary beverages in each venue's VIP Lounge.