

## ROCKPORT MUSIC Volunteer Opportunities

Thank you for your interest in volunteering with us! Your interests, experience, skills, and enthusiasm are the lifeblood of Rockport Music. Please take a moment to indicate the activities in which you might like to participate and help Rockport Music provide unique musical experiences for our audiences and the community at large.

### PLEASE PRINT

Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Best Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Availability: Year Round or Only: \_\_\_\_\_  
(Specify months/days)

Address: \_\_\_\_\_  
(Street, City, State, Zip)

Emergency Contact Name/Number: \_\_\_\_\_

I am a high school /college student: \_\_Y/N\_\_ (If yes) - School: \_\_\_\_\_

Tell us about your special interests and talents:

### ***Front of House*** (orientation and training required)

I know that a welcoming and professional atmosphere is essential to Rockport Music concerts and events. I'd like to

\_\_\_\_\_ Become a member of a team of Concert/Event *Ushers*

I can handle retail sales and learn to process credit card transactions. I would like to

\_\_\_\_\_ Sell artists' *merchandise* during concert intermissions and after concerts ( *CDs & DVDs*)

I would enjoy giving fast and friendly service in the beautiful third floor reception hall. I'd like to

\_\_\_\_\_ Sell snacks, coffee, water and other *concessions* before concerts and at intermission.

### ***Musician Hospitality***

I would enjoy being a host for visiting musicians by

\_\_\_\_\_ providing *housing*

\_\_\_\_\_ providing *transportation* [*Mileage reimbursed at \$0.55/mile (gsa.gov 4/17/12)*]

### ***Tour Docent***

I enjoy speaking in front of small groups and like to learn interesting facts. I am willing to

\_\_\_\_\_ Give tours at the Shalin Liu Performance Center (*script provided*)

### ***Education***

I relate very well to children. I'd like to

\_\_\_\_\_ Assist during music education and outreach activities in the schools and community

## **Marketing**

**I enjoy talking to people and have a knack for marketing. I am willing to**

Be part of a group that assembles Rockport Music Marketing Materials for *mailing*

Photograph Rockport Music and Community events

**Given a manageable territory, I am willing to**

*Distribute* promotional materials (brochures and posters) to \_\_\_\_\_  
(Specify locations)

**Concise *writing* is something in which I take pride, so I would enjoy**

Developing a volunteer outreach email newsletter

Proofreading and editing Rockport Music publications

**I have experience in website development and design and would like to**

Work on the volunteer component of the Rockport Music website

**I have experience in administrative office support and would be happy to**

(Orientation and training required for some tasks, others require computer skills)

Assist the Box Office with ticket sales, order processing, and/or ticket distribution

Enter data into a database or spreadsheet

Photocopy, file, or run errands

## **Special Event Planning**

**I am an organizer who works well with others and am willing to help**

Plan special events

## **Production Management**

**I am a pianist with a comprehensive knowledge of music, and I am able to**

Turn pages for concert pianists

I have experience with back stage operations including audio, video, lighting and stage management

## **Development**

**Personal contact is a proven way to successfully engage donors. I would like to help**

Make telephone calls to donors as part of Rockport Music's semi-annual Telethon

**Return completed form by –**

Email - [jeremy@rockportmusic.org](mailto:jeremy@rockportmusic.org)

Mail - Rockport Music  
37 Main Street  
Rockport MA 01966

Drop off - Rockport Music  
35 Main Street  
Rockport MA 01966

**Questions may be directed to -**

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