



## Positions and Committees

**Ushering:** Volunteers are trained to usher at Morrison Center performances. This includes scanning tickets, standing at each Main Hall door during performances, guiding patrons within the facility and operating the coatroom. The Performance Usher Chair reviews safety procedures before each performance.

**Refreshments:** Members of this committee sell coffee, soft drinks, bottled water, cookies and candy from the refreshment booths in the main lobby and at both ends of the second and third floors. Refreshments are sold both before performances and during intermissions.

**Gift Shop:** The Gift Shop is open at most events held in the Morrison Center with a wide variety of items for purchase either by cash, check or credit card. The Gift Shop is located in the main lobby and is open both before performances and during intermissions.

**Hearing Assistance:** The Morrison Center Volunteers provide assistive hearing devices to help patrons who are hard of hearing. This service is at no cost to the patrons.

**Membership:** The Membership Committee processes all membership applications on a yearly basis and creates and maintains the Volunteer lists for the Usher, Refreshments, Gift Shop and Hearing Assistance committees. They also help prepare the Membership Directory which includes photos of the Morrison Center Volunteers.

**Newsletter:** This committee designs and publishes the Morrison Center Volunteers' quarterly newsletter, the Curtain Call.

**Orientation:** Organizes, schedules and provides orientation to the Morrison Center Volunteers every two years.

**Publicity/Mailings:** Promotes Morrison Center Volunteer activities, conducts membership drives and participates in community activities to solicit new members. The committee also distributes materials to cultivate interest and support of the Volunteers and the Morrison Center. Prepares and co-ordinates mailings to the Morrison Center Volunteers. This includes all Volunteer event invitations, the Curtain Call newsletter and the Membership Directory.

**Receptions:** The Reception Committee plans and hosts the Fall Kick-Off, the Annual Morrison Center Volunteers Dinner Meeting in the spring and any other receptions throughout the year.

**Floral:** This committee provides floral arrangements for the Morrison Center and for special events for the Volunteers throughout the year.

**Historian/Photos:** The Historian records events and preserves memorabilia of the Morrison

Center Volunteers in scrapbooks and the archives.

**Hospitality:** Tracks events in the lives of the Morrison Center Volunteers and sends cards, flowers or charitable donations as needed.

## Membership Requirements

**Age:** Must be at least 18 years of age. (No upper age limit.)

**Application:** Must complete an application form and pay dues to Membership Chairperson. Dues are for the fiscal year July 1 through June 30, and are not pro-rated.

### Physical Requirements:

The essential functions of the Volunteer position, no matter the assignment are as follows:

- Must be able to stand for up to 2 hours.
- Walk and be able to walk stairs.
- Be able to follow direction.
- MUST be able to assist patrons in an emergency evacuation of the building.
- Possess the ability to comprehend the essential functions of the assigned position.

A reasonable accommodation may be provided upon board approval

**Orientation:** New members must receive general orientation prior to being called to volunteer. General re-orientation is done every **two** years and must be completed prior to being called to work. Orientation is scheduled usually once a month or as needed. The schedule can be found on this website.

**Volunteer Dress Code:** Women must wear black skirts or slacks, black shoes, and white blouse. Men must wear black slacks, black socks and shoes, white dress shirt and a black or dark (conservative) necktie. The organization furnishes and maintains the jackets and vests which must be worn by USHERS, GIFT SHOP and HEARING ASSISTANCE volunteers and the aprons or vests worn by REFRESHMENT volunteers.

**Volunteer Assignments:** All Volunteers must arrive and be ready to work 90 minutes prior to show time. The Philharmonic is the only exception as it is a two-hour arrival prior to show time.

**Parking:** Volunteers must show your assigned Parking Pass to the attendant when you arrive to park. The Parking attendant will direct you to park in the lot right behind the Morrison Center, or if this lot is full, you will be directed to park in the designated areas on the 3rd or 4th floor of the Brady Garage. You must leave your Parking Pass on the driver's side dashboard so it is visible to Parking staff. This Parking Pass is to be used **ONLY** when you are working as a Volunteer for Morrison Center events.

**Viewing Booths:** Viewing booths are accessed near the center of the second floor crossover. Only working Volunteers (except Ushers working the main hall) may watch the shows from the viewing booths. Volunteers that provide guide service, coat check, ticket

scanning, hearing assistance, refreshments and gift shop may proceed to the booth to watch the show once they are released from their duty assignment and the show has started. A clock is provided inside the viewing booth to enable Volunteers to meet their respective assignments on time such as usher relief and intermission.

**Note:** For some shows, production equipment may occupy one of the viewing booths, leaving only one booth available for volunteers. In that case, volunteers will be assigned to the booth for half of the show, thus allowing working volunteers to see at least part of the show. Unfortunately, this information is not usually known until just prior to the performance.

**As Center volunteers, we are here to serve the Morrison Center and the patrons. Viewing the show is secondary. We have lots of fun – with a lot of great people and we look forward to having you join us. Sign-up today and WELCOME!**