

Evergreen Cultural Centre Volunteer Opportunities

All positions include an interview, screening and orientation session prior to your first shift.

Performing Arts Volunteers

Volunteers start as an usher, busser, merchandise, or coat check volunteer, with the opportunity to progress to concession and bar cashier. Concession and Bar Cashiers must be 19 + years, with preference given to those with experience in the food and beverage industry. FOH shifts are typically scheduled during the evening, occasionally during the daytime, from Sunday to Saturday. Volunteers are asked to sign up for a minimum of one shift a month.

Ushers have the most amazing smiles, and a helpful manner. They play an important role in customer service during events at the Evergreen. As an usher you'll greet patrons, take tickets, hand-out brochures, assist patrons to their seats, and help with clean up after a performance. The primary role of an usher is to greet patrons, ensure their comfort and safety, and help facilitate group management.

Coat Check volunteers are friendly and helpful. They greet patrons, and have a way with making others feel cared for. The primary role of the Coat Check volunteer is to manage and retrieve non-valuables while providing courteous and professional service.

Busser volunteers are scheduled during our annual Music on the Grill event in the summer. You're not just a pretty face with an apron. You clean tables and pour water with a twinkle in your eye and a friendly hello! You know how to connect with people. This position suits you if you have an outgoing personality, and you're quick on your feet.

Merchandise volunteers work during musical performances at the Evergreen, and sell CDs on behalf of the featured artist. You feel confident handling Canadian currency, and making change. This position suits you if you have an outgoing personality, easily connect with others, and have a lot of sense.... or should I say cents... (bada-bing bada-boom).

Concession volunteers have Serving it Right certification and are 19 + years. They enjoy the challenge of serving beverages and pre-packaged foods pre-performance and during busy intermission periods. Our concession volunteers usually work in pairs. We'll be glad to pay for your certification once you've been recommended by your direct supervisor. Concession volunteers work evening and daytime performances, during the weekday and weekends.

Bar Cashier volunteers have Serving it Right certification, and are 19 + years. They sell tickets redeemed for pre-packaged food items, in addition to alcoholic and non-alcoholic beverages. Our Bar Cashier volunteers are comfortable handling Canadian currency and calculating costs. We'll be glad to pay for your certification once you've been recommended by your direct supervisor. Bar Cashier volunteers work evening and daytime performances, during the weekday and weekends.

Visual Arts Volunteers

Our Gallery Greeters are mad about contemporary art and keen to share information with our patrons. Workshop Assistant volunteers are patient, encouraging and love working with youth. Arts Camp Counsellors are da bomb. You rock camp for our little campers. They look up to you... literally and figuratively. Community

Outreach volunteers have our back, during community events. You hand out promotional material and guide families in hands-on activities.

Gallery Greeters are keen to share information about exhibitions and other programs at the Evergreen. You're happy to assist in monitoring gallery attendance and eager to provide an excellent visitor experience. Occasionally, you'll be asked to prepare supplies for our education workshops, and outreach events. If you like working in a quiet environment, you're friendly, enjoy engaging with others, and available to work daytime shifts, between 12 pm and 5 pm, this position is for you. Evening shifts during performances, are also available.

Education Program Workshop volunteers love working with youth. You're patient, outgoing and work well in a team environment. Working with other volunteers and staff, you help set up the studio space, assist in group management, facilitate hands-on activities, and are magic with water and a sponge for clean-up. You're physically fit, and have a keen interest in working with youth, in arts education. Volunteers work during the school year, during daytime hours between 9 am and 3 pm.

Arts Camp Counsellors rock it during spring and summer arts camp. You'll assist the Camp Coordinator, and Art Instructors lead game activities, guide campers through performance scenes and hands-on art projects. Some volunteers also take photographs, and help with after-camp care. Arts Camp Counsellors must be able to commit to a training and orientation session, prior to camp. Typically, shifts are from Monday to Friday, from 830 am until 430 pm, and include three breaks throughout the day.

Outreach Assistant volunteers work during Canada Day celebrations in July, during the Coquitlam Multicultural Festival in July, Kaleidoscope festival in August, and Light the Hall celebrations in November. Outreach assistants are usually recruited from our roster of volunteers that have been trained for camp, or other visual arts positions. As an outreach volunteer you will need to be able to commit to a 4 hour shift during the day of the event. Events are usually held on Saturdays.

[Administration](#)

We recruit internally for administration and marketing positions. Active volunteers on our roster receive a notice when we're looking to fill positions.

Front Desk volunteers provide numero uno service in customer service. Visitors rely on you as someone to help them find answers, or at least point them in the right direction. Just bring a smile and helpful attitude. You'll answer the phone, transfer calls, take messages, and greet visitors. Your shifts are scheduled during lunch hour, while staff are away from the front desk. Shifts are scheduled from Monday to Friday, between 12 and 2 pm.

Marketing Distribution volunteers are responsible for the delivery of marketing materials to facilities and community boards, throughout the Tri-Cities. Materials include posters, brochures and rack-cards promoting Evergreen's theatre series, exhibitions and arts programs. You must have your own vehicle and a valid BC driver's license. Shifts are flexible.

[Mentorship Positions](#)

Mentorship positions are filled through recommendation from a teacher in SD # 43, or instructor on contract at the Evergreen Cultural Centre. Work with our staff in the following areas: **Mandy Tullock** (performing arts).

Wendy Anderson (visual arts). **Krista Pavane** (technical crew). Contact me for more information.