



1205 Pinetree Way, Coquitlam, BC

604-927-6550 | www.evergreenculturalcentre.ca



FRONT OF HOUSE VOLUNTEERS (FOH)

Front of House volunteers start as **ushers**, **coat check** and **gallery greeters**. Experienced volunteers can move to **concession/bar cash**, on recommendation. To work **concession/bar cash** you must be 19 + years. **Busser** and **merchandise** sales volunteers are also part of Front of House but only occasionally needed and selected from our active volunteer list. Front of House volunteers work occasional daytime shifts but typically work evenings, weekdays and weekends.

- You enjoy working with the public
- You work well in a team environment
- You have great people skills
- You're able to work in a dynamic environment, in a calm manner
- You're able to stand for long periods, during your shift

FOH VOLUNTEERS: Long Term Preferred

Ushers have great customer service skills and play an important role as a first point of contact person during events. As an usher you'll greet patrons, take tickets, hand-out brochures and assist with clean up after a performance. The primary role of an usher is to help patrons, ensure their comfort and safety, and help facilitate group management.

Coat Check volunteers are friendly and efficient. They greet patrons and ensure checked-in items are cared for. The primary role of the Coat Check volunteer is to manage and retrieve non-valuables while providing courteous and professional service.

Concession volunteers have Serving it Right certification and are 19 + years. They are efficient at serving beverages and pre-packaged foods before curtain call and busy intermission periods. Our concession volunteers usually work in pairs and have serving experience. Concession volunteers are selected from our active pool of volunteers.

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. Bar Cashier volunteers are comfortable handling Canadian currency, calculating costs, not shy about asking for ID and work well under pressure. Bar Cashiers are selected from our active pool of volunteers.

Gallery Greeters are keen to share information about exhibitions at the Evergreen Cultural Centre. Gallery Greeters monitor gallery patrons and provide a pleasing visitor experience. If you're friendly, enjoy engaging with others, and available to work daytime weekdays, evenings, or weekends, this position is for you.

Busser volunteers are scheduled during our annual Music on the Grill event in the summer. Bussers help clear dishes from tables and pour water with a smile and a friendly hello! You know how to connect with people and make them feel comfortable. This position suits you if you have an outgoing personality, you're fit and quick on your feet. There's lots of walking involved.



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Merchandise volunteers work during musical performances at the Evergreen and sell CDs on behalf of 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 good sales sense.

GALLERY VOLUNTEERS

Our **Gallery Ambassadors** have an interest in contemporary art and are not shy about sharing information with our patrons and visitors. You don't need to have a formal visual arts background to be an ambassador, just a keen interest in visual arts and working with the public. Gallery volunteers work during the day, between 12 pm and 5 pm. Typically, shifts are from Wednesday to Sunday, with the occasional evening shift during special events.

- You're able to work independently
- You have great people skills
- You don't mind working under limited supervision
- You're flexible and maintain a positive attitude
- You have an interest in contemporary art

GALLERY VOLUNTEERS: Long Term Preferred

Gallery Ambassadors are keen to share information about exhibitions and other programs at the Evergreen Cultural Centre. They monitor gallery activities and provide a pleasing visitor experience. Occasionally, you may be asked to help with tasks related to our visual arts programs. If you like working in a calm environment, you're friendly, enjoy engaging with others, and available to work daytime weekdays, evenings, or weekends, this position is for you.

AGE Youth Committee Volunteer are students with a strong interest in developing a leadership role in the gallery. Volunteers commit to 5 meetings, from September to April and 1 - 2 shifts a month in the gallery. The AGE Youth Committee is responsible for producing an event for youth, by youth, to engage the community during the Emerging Talent exhibit in January.

SCHOOL PROGRAM VOLUNTEERS

Workshop Assistant volunteers work with our art educators to deliver visual arts workshops to elementary aged youth, in our studio space at the Evergreen. Volunteers like working with children, in a creative environment. No art experience necessary, just a willingness to step in and enthusiasm to work with children in a creative environment. Shifts are booked during school hours, during the school year.

- You work well in a dynamic environment
- You enjoy working with others, as a team



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- *You have great people skills and a positive attitude*
- *You're flexible and a motivated self-starter*
- *You like to help youth excel*

WORKSHOP VOLUNTEERS: Long-Term Preferred

Workshop Assistant volunteers love working with children and are keen helpers. You are patient, outgoing, have great listening skills and work well in a team environment. Working in a team environment, you'll help with studio set-up, assist in group management, help facilitate hands-on activities and assist in clean-up. You're physically fit and have a keen interest in visual arts education.

ARTS CAMP VOLUNTEERS

Arts Camp Counsellors are da bomb. You rock camp for our little campers. They look up to you... literally and figuratively. Arts camp volunteers work in March, during spring break and during the summer, typically in July. Volunteers must be able to commit to one full week of camp, from Monday to Friday, with shifts running from 8:30 am to 4:30 pm.

- *You work well in a lively environment*
- *You enjoy working with others, as a team*
- *You have great people skills and leadership potential*
- *You're flexible and maintain a positive attitude*
- *You see yourself as a potential mentor for youth*

ARTS CAMP COUNSELLORS: Short Term

Arts Camp Counsellors rock it during spring and summer arts camp. You'll assist staff in break-time activities, guide campers through performance scenes and help facilitate hands-on art projects. Arts Camp Counsellors may also sign-up to volunteer for ½ days in our after-camp care. Full-time Arts Camp Counsellors can expect to accumulate 40 volunteer hours during one week of camp and must be able to commit to a training and orientation session, prior to camp.

OUTREACH VOLUNTEERS

Outreach volunteers enjoy festivals and have an interest in the arts and working with the public. You're self-motivated, outgoing and looking for short-term volunteer opportunities. Outreach volunteers typically work 2 to 4-hour shifts, during a Saturday or Sunday. Volunteers participate in our Canada Day festivities, during Neighbourhood Nights and the Kaleidoscope Festival.

- *You work well in a high-paced environment*
- *You enjoy working with others, as a team*



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- *You're helpful towards others, and encouraging*
- *You're flexible and maintain a positive attitude*
- *You're a motivated self-starter*

OUTREACH VOLUNTEERS: Short Term

Activity Assistant volunteers work one-day events and offers a short-term volunteer opportunity. Activity volunteers help with set-up, take-down and hands-on visual arts activities. Occasionally, volunteers are recruited from our active volunteer list, but we also have room for new volunteers when we recruit in late spring.

Frequently Asked Questions:

What is long-term and short-term volunteering?

Long-term positions require a commitment of 1 year, or a programming season (Sept to August). We typically recruit in August and January for long-term positions.

Short-term positions can run for one event, or one week or more. If you're looking for a short-term commitment, our summer activity assistants and arts camp positions are ideal. Typically, I recruit three months out from the time I will need volunteers.

How long does it take to become a volunteer?

It can take as little as three weeks to as long as 6 months, from your first connection with the Volunteer Coordinator to your first shift. It depends if we're recruiting for the position you want.

How do I sign-up for shifts?

As a new volunteer, you will receive an orientation and after your orientation you may sign-up for your first shift. Some volunteers receive an orientation and start their first shift on the same day. It depends on the position and your schedule.

For Front of House, Gallery and School Program positions, I send out a schedule of available opportunities 1 x a week, via email. This gives volunteers the opportunity to sign-up 1 month ahead or fill in when something is available and closer to the day of volunteering. Arts camp volunteers and festival volunteer's sign-up for a shift after they've been accepted into the volunteer program.

How long does it take to become a volunteer?

From your first connection with the Volunteer Coordinator to your first shift, it can take as short as 3 weeks to as long as 6 months. It depends on whether there is room for new volunteers in the position you want. Some positions are more popular than others.

How do I know if what I want is available?

Connect with the volunteer coordinator via email or phone: 604-927-6561 | volunteer@EvergreenCulturalCentre.ca