

## VOLUNTEER INFORMATION

Our volunteers are one of the most important resources we have! The Festival succeeds with volunteers who help each year taking on roles such as front of house support, hospitality, special events, backstage support, and administrative office assistance and staffing. You name it, volunteers do it!

Through their work with the Festival, volunteers receive the opportunity to broaden skills, network, observe and participate in festival planning activities. They also see outstanding performances and make an enormous contribution to their community and the success of the Toronto Bach Festival.

### BENEFITS

In appreciation of your work as a volunteer of the Toronto Bach Festival, benefits will be provided as follows:

- Opportunity for involvement in an amazing performance festival and
- educational symposium
- Free concert tickets: for every two shifts worked, you may request one ticket for an Evening Lecture-Concert (*Note that the performance must not be during your shift*).

### RESPONSIBILITIES

As a volunteer and an ambassador of the Toronto Bach Festival, you will be responsible for the following:

- attending one volunteer orientation session
- arriving for your shift at least 15 minutes prior to your start time
- checking in with the head volunteer upon arrival and checking out on departure
- volunteer for at least two shifts

*Note: Festival volunteers are requested to dress in business attire.*

### ROLES & DESCRIPTIONS

#### FRONT OF HOUSE

**LOBBY SET-UP & FRONT OF HOUSE SUPPORT**  
Ensure banners are displayed, sponsor signage is up. Assist Front of House Staff as needed. Hand out programs, monitor students attending events by collecting complimentary tickets, assist with coat check.

**INFORMATION DESK**  
Organize, set-up and sit at the information desk in the lobby. Provide information and answer questions of general public, pass holders, and volunteers. Issue complimentary student tickets.

**PUBLIC GREETERS**  
Greet students and public at the theatre before ticketed events. Distribute daily schedule of events and information. Answer or redirect questions.

**SPONSOR / DONOR HOSPITALITY**  
Serve as liaison between sponsors and the Festival. Confirm ticket requirements, ensure tickets are reserved, greet at Festival events, ensure sponsors get to their seats, introduce sponsors and their guests to artists and scholars whenever possible. Answer questions and provide information. Offer refreshments and generally be an ambassador of the Festival.

#### SPECIAL EVENTS

**FESTIVAL SPECIAL EVENTS**  
Assist with planning, invitation preparation and mailing, and execution of special events and receptions during the Festival.

**CANTATA CAFÉ & REFRESHMENTS**  
Ensure Cantata Café refreshments are laid out in lobby. Assist caterer to ensure refreshments are available and accessible at all times during the Festival.

#### BACKSTAGE

**BACKSTAGE ASSISTANT**  
Assist backstage as required.

**STAGE SET-UP**  
Assist with set-up of stage.

#### ADMINISTRATIVE SUPPORT

**PRE-FESTIVAL PROMOTION**  
Assist with event planning, mailings, packaging of information for special events and festival events, pre-Festival launch events, decoration, poster distribution.

**SPECIAL SITUATIONS**  
On call volunteers to provide assistance as required.

#### HOSPITALITY

**GUEST ARTISTS & SCHOLARS ASSISTANT**  
Provide assistance to Guest Artists and Scholars.

**DRIVERS**  
Provide transportation for Artists and Scholars as required.



# VOLUNTEER SIGN-UP FORM

We welcome your enthusiasm, energy and commitment as a volunteer!  
 Please fill out the form below and send it to: The Toronto Bach Festival  
 80 Queen's Park Crescent, Room 202 Toronto, ON M5S 2C5  
 or fax it to 416-946-3353, Attn: Toronto Bach Festival Program Coordinator  
*Questions? Contact us at 416-978-3515 or [info@torontobachfestival.ca](mailto:info@torontobachfestival.ca)*

**PLEASE PRINT CLEARLY.**

Ms  Mrs.  Miss  Mr.  Dr. Other \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Apartment#

\_\_\_\_\_  
City

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Province/State

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Postal Code

\_\_\_\_\_  
Country

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
What is the best way to contact you?

\_\_\_\_\_  
Do you speak any languages other than English? (Please list)

I am interested in volunteering in the following areas: (please select in order of preference)		
<b>FRONT OF HOUSE</b> <input type="checkbox"/> Lobby set-up & front of house support <input type="checkbox"/> Information desk <input type="checkbox"/> Public greeters <input type="checkbox"/> Sponsor/donor hospitality	<b>HOSPITALITY</b> <input type="checkbox"/> Guest artist & scholars assistant <input type="checkbox"/> Conducting coaches & student assistant <input type="checkbox"/> Transportation team	<b>SPECIAL EVENTS</b> <input type="checkbox"/> Festival special events <input type="checkbox"/> Cantata Café and refreshments
<b>ADMINISTRATIVE SUPPORT</b> <input type="checkbox"/> Pre-Festival promotion <input type="checkbox"/> Special situations <input type="checkbox"/> Office work	<b>BACKSTAGE</b> <input type="checkbox"/> Backstage assistant <input type="checkbox"/> Stage set-up	Other (please specify)

I am available during the Festival at the following times:							
	Mon Oct 22	Tues Oct 23	Wed Oct 24	Thurs Oct 25	Fri Oct 26	Sat Oct 27	Sun Oct 28
Late morning/early afternoon							
Afternoon							
Late afternoon/early evening							

I am available before October 22 for pre-Festival support      Specific dates I am not available: \_\_\_\_\_

My maximum commitment is:  two shifts      Other \_\_\_\_\_