

APPLICATION FOR FESTIVAL VOLUNTEER – LIU POST CHAMBER MUSIC FESTIVAL

The Festival offers the opportunity for participants to be involved with the Festival in a variety of ways. Although we cannot guarantee volunteer assignments, we will try to match you to your requests whenever possible.

**Return completed application to the Festival Office via email:
post-chambermusicfestival@liu.edu**

*Please review the brief descriptions of Festival Volunteer tasks
and hours listed on the back of this application.*

Name _____ **Age (students)** _____

Student's Phone _____ **E-mail** _____

Parent's name _____ **Phone** _____

PLEASE CHECK ALL THAT ARE OF INTEREST TO YOU

- Usher at Festival concerts Stage Crew at Festival concerts
 Audience Development Ticket Sales at Festival concerts (parent)
 Selling Advertising for the Festival Program Booklet
 Festival T-Shirt sales Music Librarian (Chamber Music)
 Music Librarian (Orchestral Music) Staffing Festival Office

PLEASE CHECK ALL THE DATES YOU ARE AVAILABLE

Festival concerts at 8 p.m. July 21 July 24
 July 29 July 30

July 31 (Festival Chamber Orchestra at Tilles Center)

Noon-Time concert at Noon on Thursday July 30

- I am available to volunteer beginning in June
 I am available to volunteer only during the Festival – July 20 through July 31
 I am available to volunteer during the week before the Festival begins
 I am available to volunteer after the Festival ends – August 1 through August 4

Do you have computer skills? _____

Do you have designing skills? _____

Do you have special skills that you could contribute or offer to the Festival?

DESCRIPTION OF VOLUNTEER TASKS & HOURS

*Please note that hours at concerts is approximately 7 to 10 p.m.
(with the exception of the stage crew)*

USHERS – Three hours per concert – arrive at 7 p.m. (dress in black)

Distribute programs and collect tickets at Festival concerts

STAGE CREW – Four hours per concert – arrive 7 p.m. (dress in black)

Set up chairs and stands and move them and/or the piano between pieces
Help with breakdown after the concert. Hours approximately 7 to 11 p.m.

AUDIENCE DEVELOPMENT – Hours arranged

Assisting the Festival Office prior to the beginning of the Festival with promotion of the Festival's Concert Series. Could include sending out tickets pre-Festival and working on group sales for audience development

TICKET SALES at Festival concerts – Four hours per concert – arrive at 7 p.m. (dress in black)

Collect money for tickets and categorize sales (as regular, student, senior)

ADVERTISING SALES – Hours arranged

Selling advertising for the Festival Program Booklet prior to beginning of Festival

FESTIVAL T-SHIRT SALES – Four hours per concert – arrive at 7 p.m. (dress in black)

Sell Festival T-shirts. Extra hours could include sales during the week

MUSIC LIBRARIAN (Chamber Music) – Ten to 20 hours depending on assignment

Assisting with the organization of chamber music. Preparing chamber music envelopes for distribution before the Festival, distributing chamber music envelopes to participants at Orientation, collecting chamber music backstage during concerts, sorting out all chamber music, locating missing parts, and reshelving all chamber music at the conclusion of the Festival

MUSIC LIBRARIAN (Orchestral Music) – Ten to 20 hours depending on assignment

Assisting with the organization of orchestral music for the Festival Chamber Orchestra and Seminar Chamber Orchestra. Organizing orchestral music for orchestra folders for distribution before the Festival, distributing any additional orchestral parts, being responsible for music at orchestra rehearsals so that music is available at the beginning of each rehearsal and securing the crate at the end of all rehearsals, collecting and sorting all orchestral music and orchestra folders at end of Festival

STAFFING FESTIVAL OFFICE – Hours arranged

Assisting Directors & Administrative Assistants with various jobs such as answering phones, scheduling auditions, paperwork and other tasks as needed

*Volunteer Assignments will be coordinated
by the Festival Directors
and/or Administrative Assistants*