

**PLAY A ROLE IN
HISTORY...
BE A
VOLUNTEER
AT THE
VALENTINE THEATRE!**

The newly renovated Valentine Theatre needs volunteers for a variety of positions!

Valentine volunteers can...

- * Usher
- * Take tickets
- * Work concessions
- * Give guided tours
- * Work special events
- * Assist office staff

...all while earning points towards performance tickets!

The staff of the Valentine Theatre will provide training for all volunteers, including history and current uses of the theatre.

To play a role in this exciting, new venue in downtown Toledo, complete the form on the inside of this brochure and return it to:

Volunteer Coordinator
The Toledo Cultural Arts Center
425 North St. Clair St.
Toledo, OH 43604-1407

Volunteer Agreement

Please note that all Valentine Theatre volunteers are required to complete training in all areas. While Valentine Theatre managers make every effort to assign volunteers to their preferred area(s), each performance/event has pre-determined requirements, and the Valentine Theatre management reserves the right to assign volunteers to areas where they are needed most. Your cooperation and support are sincerely appreciated.

As a Valentine Theatre volunteer, I agree to abide by the policies and procedures set forth by theatre management according to the Valentine Theatre Volunteer Policies and Procedures Manual. I further agree to follow instructions from my immediate supervisor with the highest degree of quality and professionalism. I understand that the Valentine Theatre management reserves the right to select certain volunteers for specific responsibilities based on their experience, performance, availability, and/or flexibility. I further understand that the Valentine Theatre management reserves the right to remove my name from the volunteer roster without notice. Probable cause for dismissal includes deviation from standard policies and procedures, unexpected absences, or inactivity for a period of one year.

Signature: _____

Date: _____

All Valentine Theatre volunteers must complete a new application annually. Photocopies of this form are acceptable. 1/02



**Volunteer
Opportunities**

**THE VALENTINE THEATRE
400 NORTH SUPERIOR
TOLEDO, OHIO 43604
BUS. OFFICE: 419.242.3490
BOX OFFICE: 419.242.2787
FAX: 419.242.2791**

**Valentine Theatre
Volunteer Application**

Last Name: _____ First Name: _____ M.I.: _____

Address: _____ City: _____ State: _____ ZIP: _____

Home Phone:(_____) _____ Best time to reach you at home: _____ a.m./p.m. to _____ a.m./p.m.

Work Phone:(_____) _____ Best time to reach you at work: _____ a.m./p.m. to _____ a.m./p.m.

Email Address: _____

Optional*: Frequently, corporate foundations ask us if our volunteers work for their corporation. Can you share with us the name of your current or last corporate employer? _____

When are you most likely to be available for volunteering? *(Please check all that apply.)*

___ Monday evening _____ Thursday evening _____ Saturday morning _____ Sunday morning

___ Tuesday evening _____ Friday afternoon _____ Saturday afternoon _____ Sunday afternoon

___ Wednesday evening _____ Friday evening _____ Saturday evening _____ Sunday evening

Any other time you are available? _____

Do you have experience as a theatre employee or volunteer? _____ Yes _____ No

If yes, please list the theatres and the tasks performed: _____

Areas of interest: *(Please check all that apply.)*

___ Concessions _____ Usher _____ Coat Check _____ Tour Guide

___ Distributing Promotional Materials _____ Office Help *(mailings, phones, special projects, etc.)*

___ Special Events _____ Other *(specify)* _____

Do you have any physical limitations? *(please explain)*: _____