

### General Info

Orpheum Theatre address: 203 W Adams St, Phoenix, AZ

- Upon arrival, knock on the Theatre's main entrance doors and security or BAZ staff will let you in.
- Check in with a Volunteer Captain or BAZ Staff member & fill out all lines on sign-in sheet.
- Ensure your name badge is not obstructed, or receive a generic volunteer badge, and wear it throughout your whole shift.
- Volunteer Captain or BAZ staff will direct you to assigned duty & receive necessary training.
- Check out with Volunteer Captain or BAZ staff, return generic volunteer badge, sign out, and receive voucher\*.

### Volunteer Requirements & Responsibilities Vary – Examples include:

Will Call Attendants – Hand out will call tickets at the Box Office

Gift Shop & Concessions – Provide customer service, check out customers, re-stock merchandise and help clean up display area

Please read the sign up description before signing up to familiarize yourself with the requirements of the volunteer event.

### Attire:

Trousers, slacks, black pants, knee-length dresses or skirts, blouses, button down or collared shirts, comfortable and close-toed shoes. NO ripped jeans.

Please read the sign up description before signing up to familiarize yourself with attire for the volunteer event.

### Parking/Transportation

*Orpheum Theater does not offer discounted parking or parking validation for volunteers & BAZ staff.* Please arrive early enough to find parking and keep in mind traffic and other events taking place in downtown Phoenix. Here are some suggested parking garages, usually \$12 to park and no reentry:

- Monroe Parking Garage: 111 W Monroe St, East side of 2<sup>nd</sup> Ave between Adams & Monroe
- City Hall Garage: 305 W Washington St., 4<sup>th</sup> Ave between Washington & Jefferson
- Wells Fargo Parking Garage: 66 N 1<sup>st</sup> Ave, Off 1<sup>st</sup> Ave & Adams
- Light rail stop at 24<sup>th</sup> Street & Washington (if you're coming from the East)
- Light rail stop at 1<sup>st</sup> Ave & Jefferson (if you're coming from the West)

### No show/Call Out

Ballet Arizona requires a **minimum** of 48 hours' notice if you **cannot** fulfill your shift. When you sign up for a shift you are expected to attend, when there is a cancellation BAZ must find a replacement. If you are sick or something comes up last minute, call the volunteer coordinator, Ellen Bialek, at 602-343-6517 asap!

A "no show" is defined as a volunteer that does not show up for their shift and did not attempt to make any communication about not being able to fulfill their scheduled shift. After two "no shows", you will be removed from all volunteer communication and will not be able to volunteer for the rest of the performance season.

### Volunteer Corps Member Perk!\*

As a volunteer corps member, upon completion of your volunteer shift, you will receive a voucher valid for ONE ticket to Ballet Arizona's current or upcoming season or ONE complimentary adult ballet class at the School.

*Maximum 1 voucher per production or special event, excluding Nutcracker and Desert Botanical Garden (DBG).*

\*Only volunteer corps members are eligible to receive vouchers