

# Scranton Cultural Center at the Masonic Temple

## Volunteer **RED-COAT** Registration

(Please Print Clearly)

Name: (Mr., Mrs., Ms) \_\_\_\_\_ Nick Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Other \_\_\_\_\_

E-mail: (H) \_\_\_\_\_ (W) \_\_\_\_\_

### **IMPORTANT**

**Red Coat** Volunteers are strongly encouraged to be available for all events at the Scranton Cultural Center. Volunteers must complete **At least 1 Training/Refresher session per season**. Dates/Times will be announced. Tour Guides and Assistant HM and Trainers, need additional training. All ushers must be familiar with the seating charts. Additional information will be available in the Volunteer Packet.

Events and Shows include, children's shows, school performances, rock concerts, main stage events (including and not limited to Broadway Theater and NE Philharmonic), Dance Recitals, Shopland Hall, Ballroom, private parties, building tours and school tours. At times, our events may be off-site.

#### **Availability (check all that apply):**

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Morning    | <input type="checkbox"/> Weekdays                  |
| <input type="checkbox"/> Afternoons | <input type="checkbox"/> Saturday—daytime/evenings |
| <input type="checkbox"/> Evenings   | <input type="checkbox"/> Sunday—daytime/evenings   |

#### **Assignments of Interests - (check all that apply)**

**\*Please Note:** Although every effort will be made to fairly designate duties according to preferences, assignments are given where help is needed the most! Therefore, your flexibility and willingness to jump in wherever needed is required and most appreciated. All ushers must learn the seating chart. Anyone with special needs/requests must be resolved and approved by the House Manager. \*We ask that Everyone help with Coat Check at least once.

- |   |   |
|---|---|
| <input type="checkbox"/> Patron Greeter/Concierge   |   |
| <input type="checkbox"/> Conduct Tours* special training required   |   |
| <input type="checkbox"/> Orchestra Usher/Programs ( <b>must be able to stand/walk for lengthy periods of time</b> ) |   |
| <input type="checkbox"/> Mezz/Balc Usher /Programs ( <b>must be able to climb stairs and heights</b> )              |   |
| <input type="checkbox"/> Ticket check director—Posts include Landing on Mezzanine and Back of ORCH                  |   |
| <input type="checkbox"/> Train new ushers-Assist HM   | <input type="checkbox"/> Clerical / Mass Mailings/Marketing |
| <input type="checkbox"/> Ticket-taker   | <input type="checkbox"/> Private parties/Children's Events  |
| <input type="checkbox"/> Children's Programs-Shows/ Events  | <input type="checkbox"/> Light Duty FoodService/Hospitality |
| <input type="checkbox"/> Assist with Concessions  | <input type="checkbox"/> Coat Check attendant*              |

#### **Emergency Contact:**

Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Volunteer Coordinator's Office: (570) 346-7369, ext. 102

**Please return this form along with current photo to Maria Santomauro, House Manager**

Scranton Cultural Center, 420 N. Washington Ave. Scranton, PA 18503

Signature: \_\_\_\_\_ Date: \_\_\_\_\_