

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING AT BLACKROCK!

# VOLUNTEER PROFILE/APPLICATION



NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

EMAIL \_\_\_\_\_ DATE OF BIRTH (IF UNDER 18 YEARS\*) \_\_\_\_\_  
*\*You MUST be 16 years old and attending high school to volunteer.*

EMERGENCY CONTACT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

REFERENCE NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

ARE YOU REQUESTING CREDIT FOR STUDENT SERVICE LEARNING HOURS?  Yes  No How many? \_\_\_\_\_ By when? \_\_\_\_\_

**AVAILABILITY** Please circle the days and the hours you're available.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNINGS	MORNINGS	MORNINGS	MORNINGS	MORNINGS	MORNINGS	MORNINGS
AFTERNOONS	AFTERNOONS	AFTERNOONS	AFTERNOONS	AFTERNOONS	AFTERNOONS	AFTERNOONS
EVENINGS	EVENINGS	EVENINGS	EVENINGS	EVENINGS	EVENINGS	EVENINGS

**INTEREST AREA:** Circle one or more. (See reverse for descriptions)

If you have any specialized experience or talents, we would like to know about them! Please describe them below.

PERFORMANCE RELATED	NON-PERFORMANCE RELATED
Information/Welcome Desk	Information/Welcome Desk
Usher	General clerical or administrative support
Scanner	Special Events
Concessions	Art Gallery Docent
Art Gallery/Greeter	Art Gallery Events
Summer Concerts	
Technical (Sound, Lighting, Stage Crew - experience required)	

HOW DID YOU LEARN ABOUT VOLUNTEER OPPORTUNITIES AT BLACKROCK? Circle one or more.

Friend/Family    Newspaper    Radio    TV    School    BlackRock Website    Internet    Work    Other

I AM INTERESTED IN VOLUNTEERING AT BLACKROCK CENTER FOR THE ARTS BECAUSE \_\_\_\_\_

PAST WORK, TRAINING AND/OR VOLUNTEER EXPERIENCE \_\_\_\_\_

# VOLUNTEER POSITION DESCRIPTIONS

## PERFORMANCE RELATED

INFORMATION/WELCOME DESK | Greet people as they arrive for the performance, answer questions they may have, answer incoming calls related to the performance, assist stuffing programs if needed, and ensure volunteers sign out.

USHER | Greet all patrons who enter the theater with a smile, guide people to their seats, provide a performance program, and serve as the overall eyes and ears of the theater.

SCANNER | Assist House Manager setting up scanner and table and scan tickets as patrons enter the theater.

CONCESSIONS | Helps event staff sell a variety of beverages and snacks to patrons before the performance and during intermission.

ART GALLERY | Stand inside the Kay Gallery doors to assure no food or beverages are brought in and greet the patrons as they enter.

SUMMER CONCERTS | Greet guests and oversee and assist crowd control at our outdoor stage, stand guard inside the Kay Gallery or sit at the information desk inside to answer questions and keep an eye on the lobby and restrooms.

TECHNICAL (Sound, Lighting, Stage Crew - experience required) | Assist production team as needed. Please include detailed experience to be considered for this position.

## NON-PERFORMANCE RELATED

INFORMATION/WELCOME DESK | On occasion/as-needed basis, serve as the main contact between the public and BlackRock. Welcome all visitors, answer questions, answer the main phone and direct calls as necessary, keep an eye on the lobby.

GENERAL CLERICAL OR ADMINISTRATIVE SUPPORT | Assist departments with filing, data entry, marketing and development support.

SPECIAL EVENTS | Throughout the year BlackRock holds special events such as Member's Lounge receptions, Annual Gala and Opening Night. Volunteers assist staff at the events with signing in guests, greeting patrons, serving wine, set-up and break-down.

ART GALLERY DOCENT | Sign up for a regular, weekly shift to greet visitors, answer questions, ensure artwork is protected, track number of visitors and provide information about current and upcoming exhibitions and events. Qualified candidates should possess an appreciation of art, flexible attitude for dealing with the public, and an understanding that reliability is critical. Art Gallery Docents enjoy invitations to tour artist studios, museums and galleries with the Gallery Director. Assist with special projects as needed.

ART GALLERY EVENTS | Greet visitors and assist with planning and hosting special events in the gallery which include monthly Opening Receptions as well as Artist Talks, Demonstrations, Hands-on Art Making Events, and Family Fun Days. Assist Gallery Director with special projects as needed.

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### Office Use Only

<input type="checkbox"/> Emailed	<input type="checkbox"/> First day
<input type="checkbox"/> Setup interview/orientation	<input type="checkbox"/> Add to call list/Outlook
<input type="checkbox"/> Interview completed	<input type="checkbox"/> Total Info



[blackrockcenter.org](http://blackrockcenter.org)

12901 Town Commons Dr, Germantown, MD 20874 | 301-528-2260