

# NISWONGER

PERFORMING ARTS CENTER OF NORTHWEST OHIO

Home of the Best Volunteers in the Land!

## VOLUNTEER APPLICATION

Volunteers are the backbone of every experience shared at the Niswonger Performing Arts Center of Northwest Ohio. Our volunteers are dedicated and committed individuals who enrich the lives of others in the community. Serving as ambassadors to the public, NPAC volunteers are vital to the success of the NPAC. Thank you for your interest in joining this group of special people.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_

(WORK/OTHER PHONE) \_\_\_\_\_ EMAIL: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ DRIVER'S LICENSE NO. & STATE: \_\_\_\_\_

What position(s) would you like to volunteer for?  
(volunteer descriptions on page 2-3)

Have you worked in a performing arts center before?  
Y / N

If yes, please list your experiences and duties:

If you have previous ushering experience, would you be interested in being a Head Usher for the NPAC?

Please list any supervisory/management or ushering experience that you have? (this position will require additional training, a more extensive time commitment and this person must have a very high level of dependability.)

### VOLUNTEER POSITIONS AT A GLANCE

Usher	Will-call
Ticket taker	Greeter
Concessions	Production/stage
Merchandise	Wardrobe
Coat check	Driver/Runner
Box office	

---

Mark Hartman | Facilities Coordinator  
10700 SR 118 S | Van Wert, Ohio 45891  
419-203-2873 | [www.NPACVW.org](http://www.NPACVW.org) | [facilities@npacvw.org](mailto:facilities@npacvw.org)  
twitter: NiswongerPAC | facebook: Niswonger Performing Arts Center of NW Ohio

# NISWONGER

## PERFORMING ARTS CENTER OF NORTHWEST OHIO

### REFERENCES (please provide two references who are not relatives):

1) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

2) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

### PHYSICAL LIMITATIONS

So that we do not align you with a position that is outside of your comfort zone, please advise us of any physical limitations you may have. This information is shared in confidence.

### AVAILABILITY (please check all that apply)

- Week days    Week Nights    School Events    Weekends  
 Days Only    Nights Only    Anytime

### VOLUNTEER POSITIONS AND GENERAL RESPONSIBILITY DESCRIPTIONS

**BOX OFFICE:** The primary responsibility of this position is to provide guests with a positive initial experience at the NPAC. This experience is created by aiding patrons with accurate event information and assisting them in purchasing and/or picking up tickets to NPAC events. This position is expected to work cohesively with all employees of the NPAC in maintaining an extreme level of customer service. This position requires answering phones and basic computer skills.

**COAT CHECK:** The responsibility of this position is to provide safekeeping for patrons' personal belongings while attending events at the NPAC. This position requires checking coats at the beginning of events, staying with or making sure patrons' belongings are locked up during events and returning belongings upon completion of event.

---

Mark Hartman | Facilities Coordinator  
10700 SR 118 S | Van Wert, Ohio 45891  
419-203-2873 | [www.NPACVW.org](http://www.NPACVW.org) | [facilities@npacvw.org](mailto:facilities@npacvw.org)  
twitter: NiswongerPAC | facebook: Niswonger Performing Arts Center of NW Ohio

# NISWONGER

## PERFORMING ARTS CENTER OF NORTHWEST OHIO

**CONCESSIONS:** This primary responsibility of this position is to provide guests with a first class experience at the concession stand during events. It requires handling money, making change, customer service, restocking refreshments during events.

**DRIVER/RUNNER:** The primary responsibility of this position is to be available throughout the day of/or run of an event. This position is to accommodate the detailed needs of the cast and crew. This could include travel to airport, hotel, eateries, errands, etc. This position also must maintain a high level of respect and privacy of each performer and completing tasks as outlined in the rider through the Facilities Coordinator.

**PROGRAMS:** The primary responsibility of this position is to ensure that event programs are distributed to patrons.

**TICKET TAKER:** The primary responsibility of this position is to ensure that all patrons visiting the NPAC are accounted for. This is accomplished through ticket stub removal/scanning as patrons enter the music or lecture halls. This position requires knowledge of the facility seating, a positive attitude, as well as be expected to work cohesively with all employees and volunteers of the NPAC in maintaining an high level of customer service.

**USHER:** The primary responsibility of this position is to provide guests with a positive experience at the NPAC. This experience is created by helping patrons find their correct seats during events, escorting late comers in and those exiting during performances out, as well as handling minor emergencies or directing issues to head ushers. This position is expected to work cohesively with all employees and volunteers of the NPAC in maintaining an extreme level of guest service. Always remember you are the face of our Performing Arts Center!

**VENDOR SALES:** The primary responsibility of this position is to provide guests with a pleasant experience while giving patrons the opportunity to purchase NPAC and/or artist merchandise. This experience is accomplished through excellent customer service skills and fulfilling patrons, orders in a polite and timely manner. This position is expected to work cohesively with all employees of NPAC in maintaining an extreme level of guest service.

**WARDROBE:** The primary responsibility of this position is to be available throughout the day of/or run of an event to help with show wardrobe. This could include laundry duties, ironing, steaming, helping with clothing changes, mending, etc. throughout the run of the event. This position also must maintain a high level of respect and privacy of each performer and completing tasks as outlined in the rider through the Technical Director.

---

Mark Hartman | Facilities Coordinator  
10700 SR 118 S | Van Wert, Ohio 45891  
419-203-2873 | [www.NPACVW.org](http://www.NPACVW.org) | [facilities@npacvw.org](mailto:facilities@npacvw.org)  
twitter: NiswongerPAC | facebook: Niswonger Performing Arts Center of NW Ohio