

Volunteer Opportunities

Mailings

Department: Marketing

We do 4-5 in-house mailings each year to subscribers that usually require 10-20 volunteers for a full day of work. Lunch is provided for full day mailings.

Requirements / Abilities

Attentive to details; Able to sit long periods of time; Stuffing multiple pieces

Sell Merchandise

Department: Marketing

We sell merchandise at our Shop Opera booth at all regular Atlanta Opera performances. 2 volunteers are needed for each performance.

Requirements / Abilities

Good customer services skills are required; Ability to operate the cordless credit card machine (training provided); Ability to stand on feet for a long period of time. Strong mathematical skills.

Information Table at Performances

Department: Marketing

We need 2 volunteers at each performance to help at the information table in the Cobb Energy Centre lobby. Volunteers assist Opera staff in taking subscription orders, answering questions and providing directions.

Requirements / Abilities

Good customer service skills required. Able to commit to evening and/or weekend times.

Phone Relief/Receptionist

Department: Marketing

Volunteers provide phone and front desk coverage for the receptionist's daily lunch break, as well as occasionally at other times during the day.

Requirements / Abilities

Ability to work on short notice; Good customer service; Ability to learn fast and deal with multiple customer requests from internal and external customers.

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Airport Transportation

Department: Production

Volunteers are needed to meet visiting artists at the airport and take them to their residence. There are also occasional single transportation needs during a production run. Volunteers are often very eager to do this as it is a chance to interact with the artists on a personal level. This is often an artist's first introduction to the city and The Atlanta Opera. The volunteer is provided with the cell phone number of the person he/she is picking up, which is to be used to coordinate their meeting at the airport.

Requirements / Abilities

Reliable Vehicle; Must be comfortable driving throughout metropolitan Atlanta;
Hospitable and friendly without overstepping boundaries;
Trustworthy with confidential information and respect the artist's privacy.

Light Walking

Department: Production

After the set is loaded into the theatre volunteers are needed to help set the light cues. Volunteers really seem to enjoy doing this. The task involves standing and moving around on stage following the lighting director's instructions as the cues are set.

Requirements / Abilities

Three (3) hour shifts over two days, so volunteers have an opportunity to do more than one shift if they wish; Bring light-colored and dark-colored top and wear comfortable shoes; Ability to stand for long periods of time and easily move around.

Auditions

Department: Production

General chorus auditions are held 1-2 times per year. The auditions are usually held during the summer (on a Saturday, sometimes Friday evening as well). A volunteer is needed to sit at the reception desk, greet candidates as they enter, and direct them to the green room.

Requirements / Abilities

Punctual and good customer service.

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Mailings

Department: Development

Benefits packet: Development conducts four (4) mass mailings per year, prior to a performance to donors which contains multiple pieces based on variables. Other mailings may be added with less materials, but requiring attention to detail for personalized pieces.

Requirements / Abilities

Attention to detail; Able to sit long periods of time; Able to commit 3-4 hours.

Opera 101

Department: Education

Patrons attend an educational session for each performance. Class is no longer than two hours long. Volunteers will assist with set-up, check-in, distribution of printed materials, refreshments and clean-up.

Requirements / Abilities

Available in the work in the evening; Good customer service.

Final Dress Rehearsal

Department: Development

Final Dress Rehearsal is a benefit extended to donors, selected groups and family and friends of artists as the company prepares for the opening of the performance.

Requirements / Abilities

Assist with collecting entrance passes, distribute count tickets, direct attendees to seating, work as a floater assisting where needed.

Opera Open House

Department: Education

The company invites families, home-schooled students and other youth organizations to tour our location, attend a rehearsal and learn about the opera.

Requirements / Abilities

Assist with check-in of attendees, tour and rehearsal; Comfortable shoes and ability to walk and stand for long periods of time.

Opera Family Day

Department: Education

One-time event that takes places in the spring. It is a family event, where elementary aged students are introduced to the opera via craft activities and role playing.

Requirements / Abilities

Ability to work with young children; Assist with set-up, check-in, crafts, may assist with conducting parking lot traffic and clean-up.

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Archives

Department: Development

Historical data of media hits featuring the company is compiled for future reference. Volunteers will review local printed media, clip, copy and catalog. Review online media hits, print and catalog. Work with various departments to file company pieces that they would like to add to archival records.

Requirements / Abilities

Position requires an informational interview with current archivist. Attention to detail; clip and document bibliographical information for printed media; complete online searches of media hits, print and document search results.

Filing

Contact: All

File patron forms.

Requirements / Abilities

Attention to detail; trustworthy with confidential information.

Mentoring

Contact: All

Current volunteers who are proficient in a specific area will work as mentors to new volunteers who are assigned on-going projects (non event related).

Requirements / Abilities

Able to teach and direct new volunteers, patient and knowledgeable about the company.

Special Events

Placement of volunteers for these events is based on detailed interview of volunteer, as well as past experience with formal events. The Opera hosts several special events throughout the year:

The Atlanta Opera Ball - season opening gala, comprised of a formal dinner, silent auction, intermission receptions and an after-party

La Belle Soiree – small cocktail reception events hosted by major donors/board members, may include a performance from a singer and silent auction

Pre-Opera Dinner – formal dinner for major donors, board and special invited guests; takes place opening night of each performance