

ACA VOLUNTEER JOB DESCRIPTIONS

Artist Transportation and Greeting

Each ACA event involves greeting our visiting artists at the airport and showing the artists to their specific mode of transportation, e.g. rental car, chauffeured transport, or bus. On occasion, volunteers will transport the artists to and from their lodging. Volunteers' contact phone numbers will be given to artists for ease in communication if necessary. In addition, volunteers may need to transport artists to in-school visits or master classes.

Time Commitment: 1 to 3 hours; days and times vary
You must be trained by an ACA staff member for this job

Greenroom/Backstage Hospitality

ACA provides food and beverages as specified in each artist's contract. The food is usually set up in a greenroom or dressing room backstage at the Alaska Center for the Performing Arts. On occasion, food is set up directly off-stage. Volunteers are informed of each artist's specific requirements. Basic set-up items are kept in a storage room in the Atwood Greenroom for easy access. Take out food is sometimes brought in from restaurants and for large groups, a caterer may be hired. Training is provided and includes a backstage tour of the Alaska Center for the Performing Arts, how to do a basic greenroom setup, refresh, clean up, and restore the greenroom after the show. Working as a greenroom volunteer is a one or two person job. Backstage volunteers frequently have an opportunity to meet the artists.

Time Commitment: 1 to 4 hours; days and times vary
You must be trained by an ACA staff member for this job

School Performances

A few times a year, ACA presents bused-in school performances at the Alaska Center for the Performing Arts. ACA relies on volunteers to help at the school performances providing direction to students and teachers. Volunteers are free to watch the show at no charge after their duties are complete. For shows that have a 10am & 12pm performance, volunteers help get students in for the 10am show, watch the show, and then help get people in for the 12pm show. For a sold out show in the Atwood we typically need approximately 16 volunteers. For a show in the Discovery Theatre, we need about 6-8 volunteers.

Time Commitment: Weekday mornings, 1 to 3 hours

Poster Distribution

We are always looking for volunteers to distribute show posters around town. ACA puts up posters for many of our shows throughout the year and also distributes our brochure in the spring and fall to local doctor's offices, retail centers, etc. We have distribution lists divided by downtown, mid-town, East and South Anchorage. ACA supplies the posters, tape and distribution lists.

Time Commitment: 1 to 2 hours, frequently throughout the season

Wine Tastings

If you like being among people, enjoy keeping everything tidy, and can smile through it all, this experience is for you! Usually a team of 5 to 6 people are needed for set up, clean up and to keep things tidy during the event. Must be strong enough to lift and move tables and carry appetizer trays. The clean-up involves staying late and not seeing the show in most cases.

Time commitment: 3 to 4 hours

Fairs/Festivals

During the summer months, ACA participates in various community festivals and fairs to promote the ACA. At the ACA booth, volunteers pass out brochures and information regarding ACA's shows and programs and answer questions. For some booths, there may be a prize drawing or an activity for children. Fairs usually last a full day and are staffed in shifts. Most festival booths are outside. Volunteers are asked to dress in layers to help keep them comfortable depending on the weather.

Time commitment: 2 to 4 hours, mostly during summer months

Outreach Events

Some of ACA's visiting artists conduct master classes and workshops open to the community. Volunteers are needed at some of these events to help check-in participants and take money. Volunteers are welcome to stay and watch the event for free.

Time Commitment: 1 to 2 hours

Nutcracker Dress Rehearsal

Each year, as part of ConocoPhillips' generous season sponsorship, ACA opens the final dress rehearsal of the Nutcracker to social service agencies. ConocoPhillips distributes free tickets to various social service organizations. At intermission, donated sodas and cookies are handed out by volunteers. ACA volunteers are needed for the set up, serving, restocking and clean up. The dress rehearsal is always the Wednesday before Thanksgiving and we typically need about 12 - 16 volunteers total.

Time Commitment: 3 hours, one day a year

Nutcracker Store

The Nutcracker store is a time-honored tradition in conjunction with ACA's presentation of The Nutcracker during Thanksgiving weekend. During the performances of The Nutcracker ACA sets up shop in the lobby of the theater and sells Nutcracker and holiday related ornaments. All proceeds go to ACA. Volunteers are needed for many shifts during the three day run of the show. Volunteers are also needed to help get all store materials from the office to the theater, organize and label merchandise, set up the store, and get all materials back to the office at the end of the run.

Time Commitment: 4 to 6 hours, Thanksgiving weekend

ACA Open House

ACA holds an annual open house in our office at the start of the season. This is a chance for subscribers to pick up their season tickets, have a cookie, and get to know the staff and volunteers. Volunteers are needed to greet subscribers and help distribute season tickets. Volunteers are also needed to accompany a staff member on backstage tours of the Alaska Center for the Performing Arts during the open house. If the open house is an all day event, volunteers sign up to work two hours shifts throughout the day.

Time Commitment: 2+ hours, one day a year

Mailings/Stuffings

Want to sit for a while and chat with others? This may be the opportunity for you. ACA frequently needs volunteers to come to our offices to prepare mailings. This usually involves repetitive work like folding, stuffing, sealing and stamping, but in the company of others the job is fast and fun! Most jobs are short and sweet (a couple hours or so), but every once in a while, like when we mail out our season tickets in August, the job is more detail oriented and time consuming.

Time Commitment: Weekdays between 9am to 5pm, ACA offices, hours vary

Office Help

Occasionally ACA staff happens upon projects in our office that are fairly simple, but somewhat time consuming. Sometimes we need people with special skills like data entry. Are you detail oriented and have time to come in and help? Want to double check subscription orders? Let us know and we will consider you on call. Please let us know of any computer and office skills you have.

Time Commitment: 1 to 2 hours, on-call basis