Claflin Hill Symphony Orchestra Volunteer Opportunities

Office Support
Provide essential office support to the CHSO and CHSOV staff during the workday.
(**Weekdays or Weekends**)
>Organize and maintain files
>Assist with mass mailings
>Database management
>Accounts payable

Special Events / Fundraising
Various projects require assistance from volunteers to address invitations, wrap gifts, decorate, pick-up and deliver donated and purchased items (for auction purposes).

Ushering
Stuffing and distributing programs; escorting patrons to seats; ticket tearing, helping with pick up after the concert (see below). Must be able to walk up and down aisle; be courteous, helpful and punctual. Ushers generally arrive one hour prior to show time and stay about 30 minutes after the performance ends. Evenings, weekends, occasional daytime.

Dress Code is "dressy" for women / suit/sport coat for men (black is always safe) dark shoes, and neat appearance.

Claflin Hill Café
The Claflin Hill Café provides home baked goods for audience members during intermission at all of our concert events. The Café also serves as a fundraiser for the organization. Audience members enjoy intermission and look forward to sweet treats and refreshments, as well as a time to socialize with one another. Volunteers are expected to:
>Bake (each volunteer is expected to bake/provide at least one baked good to sell
>>during intermission. This basically serves as "your ticket" to the event)
>Actively promote sales
>Serve food (primarily baked goods and cold drinks)
>Assist/Serve customers
>Handle money/cash

Town Hall Set-Up / Breakdown
Town Hall needs to be set-up for the concerts prior to the event. Set-up normally takes place the week of and/or **day/evening before an event.** Tasks to be accomplished are:
>Chairs/Music Stand set-up (week of the concert—in time for rehearsals)
>Ensure chairs for audience seating are marked with proper seat/row numbers

Morning After:

8:00 am meet at Town Hall for clean-up—meet w/Custodian