

Thank you for your interest in volunteering at The Regent Theatre – the entertainment heartbeat of the County. We have a variety of volunteer roles, each one important to the success and smooth operation of our historic theatre. Here’s an overview of the ways you can help.

*Never doubt that a small group of committed people can change the world. Indeed it is the only thing that ever has.*

-- Margaret Mead

## Box Office Sales



This role is considered the ‘hub’ of our operation, and volunteers often move into other roles after gaining experience in the Box Office.

*Role:* Process ticket sales, answer inquiries, and provide information on upcoming events. You will also greet the public and answer telephone inquiries. The role also includes using computer equipment, and processing debit/cash transactions. Following the afternoon shift, you will be required to balance the cash for the day’s operations. Training on equipment and procedures is provided. As a new volunteer, you’ll work with another experienced person for a few shifts until you feel comfortable working on your own.

*Time commitment:* Minimum of one 3-hour shift per week. Shifts are self-scheduled using our online calendar. We do ask that if you’re unable to come in for your scheduled shift, please contact another volunteer to fill your slot, or advise the Box Office Volunteer Coordinator that your shift is not covered.

## Concession Sales



*Role:* Greet the public and sell concession items, eg. popcorn, drinks and candy. You will be required to process cash transactions and ensure the cash is balanced upon closing. Training will be provided

on operating the popcorn machine.

*Time commitment:* You will be required to commit to specific shifts for matinee or evening shows. We do ask that if you are unable to cover your scheduled shift, please advise the Concession Coordinator that a replacement volunteer is needed.

## Ticket takers, Ushers



*Role:* Greet the public and scan tickets to ensure that they are dated for the current performance. You will also usher patrons to their seats.

*Time commitment:* We will contact you for upcoming events that require this role, and do request that you commit to specific dates and assigned roles. Time commitment is to arrive one hour prior to a show, and then remain for the duration.

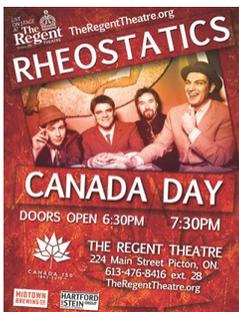
## Wine Bar Service



*Role:* For some live events, the theatre offers a wine bar sales service. Volunteers must be 19 years or older, and have *Smart Serve* certification.

*Time commitment:* Shifts are self-scheduled using our online calendar. For those without internet access, you will be contacted for upcoming events and scheduled for specific times. Time commitment is for an evening, or occasionally for an afternoon, beginning one hour before an event. On occasion you may be asked to serve during intermission as well.

## Poster Distribution



The Regent produces posters or other promotional material for upcoming movies, satellite programs, and live event shows. Select business partners display our posters in their windows, and we appreciate their effort to help promote our offerings. To help them, we deliver posters to their place of business.

*Role:* We ask that you pick up these posters from The Regent, and deliver them in a timely fashion to the businesses on your assigned route.

*Time commitment:* This may involve walking to our business partners' locations (eg. Along Main Street, Picton), or driving posters to businesses in other location in the County.

## Front of House



Prior to every event or movie, a Front of House volunteer opens the theatre, and also assists with the closing procedures, post-event. This role includes checking the facilities to ensure that all is tidy and ready for our patrons.

*Role:* You will be required to walk around all areas that will be used for the event: washrooms, dressing rooms as required, concession area, and auditorium. You will turn on lights, check and adjust the heating or cooling level of the building. During the event, you will monitor the lobby area, and should also be aware of security and safety procedures and act on any necessary procedures.

*Time commitment:* You'll be scheduled for specific events, including live events or satellite programs. Your time commitment will be for the entire event, beginning one hour beforehand.

## Fundraising



*Role:* There are a number of committees whose volunteer members are vital to keep our operation running smoothly. For example, The Regent's Fundraising Committee is responsible for raising the necessary funds to contribute annually to the operation of the theatre. These funds are required for operations over and above the revenue generated by ticket, event sales or grants.

*Time commitment:* This Committee meets as required to plan the upcoming year of fundraising activities. Examples include the Membership and Sponsorship drives, and seat sales. Once the activities are identified, Committee members will undertake one or more of these activities, and take on the necessary tasks related to the fundraising activity. If you have a background or experience in organizing and conducting fundraising initiatives, this Committee would be a wonderful way for you to demonstrate your skills and expertise. It's also a great way to work with like-minded, eager volunteers!

Other committees that might interest you are Building, Membership and Sponsorship.

## Event Coordination



*Role:* Special events are held to support community groups such as the Regent volunteers, sponsors or other contributors. The theatre also has a booth at the Picton Fair. On occasion, special fundraising events are coordinated by volunteers. For annual or special events, volunteers assume roles and perform the tasks required to complete the activity.

*Time commitment:* as needed.

We appreciate your willingness to give us your time, your talents and... your heart! We look forward to having you on our team. If you have any questions, please contact:

[volunteer@theregenttheatre.org](mailto:volunteer@theregenttheatre.org)