

# Augusta Arts Council Historic Theatre Volunteer Application

**\*\*Must be 16 to volunteer and 18 to Project/Make Popcorn**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Preference: \_\_\_\_\_ Call \_\_\_\_\_ Text \_\_\_\_\_ Email

Emergency Contact: \_\_\_\_\_

Days available: \_\_\_\_\_

Interested in volunteering for special events? \_\_\_\_\_

Positions Trained On:							
_____	Ticket Seller	_____	Ticket Taker	_____	Drinks	_____	Popcorn
_____	Cashier	_____	Usher	_____	Kitchen Backup		
_____	Projectionist			_____	Sound System		
Preferred Position:							
_____	Ticket Seller	_____	Ticket Taker	_____	Drinks	_____	Popcorn
_____	Cashier	_____	Usher	_____	Kitchen Backup		
_____	Projectionist			_____	Sound System		
Position(s) you are interested in learning:							
_____	Ticket Seller	_____	Ticket Taker	_____	Drinks	_____	Popcorn
_____	Cashier	_____	Usher	_____	Kitchen Backup		
_____	Projectionist			_____	Sound System		

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## Augusta Historic Theatre Volunteer Job Description

<b>Ticket Seller:</b>	Count ticket sales money before and after shift with Manager. Sell movie/event tickets at the window. *Clean the theater after the movie/event is over and the customers have evacuated the theater.
<b>Ticket Taker:</b>	Take tickets and tear them in half. Assist in locating entrances to the auditorium. *Clean the theater after the movie/event is over and the customers have evacuated the theater.
<b>Drinks:</b>	Fill ice. Stock cups, lids, and straws before and after movie/event. Put spigots on pop dispenser. Fill drink orders. Relay popcorn order to popcorn person. *Clean counter, pop dispenser and spigots after movie/event is over.
<b>Popcorn:</b>	Make and serve popcorn. Fill butter dispenser. *Clean popcorn machine, popcorn prep area, and seasoning table after movie/event.
<b>Cashier:</b>	Count concession money before shift with Manager. Run cash register. Stock candy and napkin dispensers before and after movie/event. In summer put chocolate candy in the fridge. *Clean concession counters, sweep/mop floor.
<b>Kitchen Backup:</b>	Fill in where needed. Help fill drink, candy, popcorn orders. Clean popcorn seasoning table, fill napkin dispensers as needed. Keep concession stand picked up as needed. *Clean the theater after the movie/event is over and the customers have evacuated the theater.
<b>Usher:</b>	Help guests find seats, answer questions, guide them to the concession stand and/or restrooms. Remind guests to put away electronic devices, keep feet off seat, and to remain quiet during the movie. Walk up and down the aisles periodically. *Clean the theater after the movie/event is over and the customers have evacuated the theater.
<b>Projectionist:</b>	Run projection booth. Responsible for adjusting the lights before and after the movie/event, starting and stopping the movie, adjusting sound as needed. *Clean the theater after the movie/event is over and the customers have evacuated the theater.
<b>Cleaning of Theatre:</b>	Once all customers have evacuated the theater: Pick up all trash and sweep floor and balcony. Mop up any drink spills. Take out trash from theater and concession stand. Check bathroom, clean and stock as necessary. Vacuum carpeted areas.
<b>Benefits:</b>	See the movie/event for free (after duties are complete) and receive a medium drink and popcorn. May downsize if preferred. **We are not able to swap for candy or other concession items at this time.

\*\*Anyone accompanying the volunteer that is not working an above position must have a paid ticket in order to see the movie. This does include children.\*\*