



Portland Opera Only

Date Reviewed: _____
 Date Added: _____
 Processed by: _____

VOLUNTEER APPLICATION

Date _____

Name _____

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____

Email Address _____

Emergency Contact Name _____ Phone _____

May we contact you at work? Yes Work Phone _____

Availability to volunteer: Days Evenings Weekends Office projects (days) **circle:** Periodically or Regularly

Comments on availability: _____

Occupation: Currently Employed Retired Student at _____

Current Employer _____ Position _____

Retired from _____ Position _____

How did you hear about volunteer opportunities with Portland Opera? _____

Why do you want to volunteer with Portland Opera? _____

Have you been a volunteer with any other organization? (please specify current & past positions) _____

Name(s) of current Portland Opera volunteers you know: _____

Signature _____ **Date** _____

Portland Opera makes every effort to match volunteers to available positions according to their skills, interests and availability.
 You will be contacted when there is a volunteer opportunity.

Please return form to: Volunteer Coordinator, Portland Opera, The Hampton Opera Center, 211 SE Caruthers, Portland, OR 97214

PLEASE COMPLETE OTHER SIDE BEFORE SUBMITTING

Do you have any physical conditions which limit you in performing certain kinds of work? ___ Yes ___ No

If yes, please explain _____

Please checkmark the volunteer opportunities in which you would like to participate and describe applicable experience/skills. Use additional sheet if necessary.

PRODUCTION			
<input checked="" type="checkbox"/>	<i>Volunteer Role</i>	<i>Requirements</i>	<i>Experience/Skills</i>
	Supernumerary	Be available for the entire evening rehearsal schedule and for each performance. Acting experience is a plus but not required.	
	Light-walker	Be able to stand, sit, kneel, lay and or hold props for an extended period of time.	N/A
	Backstage Beverage Service	Be able to do some lifting, go up and down stairs and move quickly.	N/A
	Costuming	Experience with hand sewing.	
EDUCATION AND PATRON EVENTS			
<input checked="" type="checkbox"/>	<i>Volunteer Role</i>	<i>Requirements</i>	<i>Experience/Skills</i>
	Event Assistance	Be friendly and outgoing.	
BEHIND THE SCENES – PORTLAND OPERA PLAZA			
<input checked="" type="checkbox"/>	<i>Volunteer Role</i>	<i>Experience/Skills</i>	
	Catering assistance		
	Collating documents		
	Data entry	Software:	
	Distributing posters		
	Filing		
	Front desk coverage (answering phones/greeting)		
	Gardening (weeding and raking)		
	Graphic design	Software:	
	Mailings		
	Photocopying		
	Picture taking		
	Promoting ticket sales		
	Proofreading		
	Soliciting in-kind donations		

Comments/additional information: _____

Thank you for your interest in volunteering for Portland Opera!



VOLUNTEER RESPONSIBILITIES and CODE OF CONDUCT

Terms of Volunteerism

- The volunteer relationship between the Portland Opera and its volunteers is an "at-will" relationship. Any volunteer has the right to terminate his or her commitment at any time for any reason or for no reason at all.
- The Portland Opera retains the same right.

Code of Conduct

I agree to:

- Respect the privacy of artists, personnel, patrons and volunteers of the Portland Opera and treat them with courtesy and respect.
- Be reliable, punctual and prepared. Arrive on time or make prior arrangements with the Lead Volunteer or Volunteer Coordinator. Understand the time requirements and duties before committing to a job. Strive to carry out my assignment effectively and efficiently.
- Behave and dress in an appropriate manner.
- Be committed to my assignment and to maintain a positive attitude.
- Report any problems to the Lead Volunteer, Volunteer Coordinator or Portland Opera staff member.
- Check in with the Lead Volunteer before beginning work if one is on site and sign the sign-in sheet if provided.
- Wear my official Portland Opera volunteer badge when fulfilling a volunteer assignment.
- Serve as a goodwill ambassador for the opera and its programs in the community.
- Be informed! Information given to the public needs to be correct. Direct individuals to the Lead Volunteer, a Portland Opera staff member, a Keller Auditorium usher, the House Manager or the Box Office window, as appropriate, if you do not have the information being requested of you.

- Be honest and open with staff. Share concerns, ideas, suggestions or problems with the Lead Volunteer, Volunteer Coordinator or Portland Opera staff member.
- Seek and accept honest feedback on performance.

I will NOT:

- Go backstage, on-stage, into the auditorium, or into dressing rooms unless my assignment takes me into those areas.
- Bring guests or children to the assignment
- Be under the influence of drugs or alcohol – except drugs prescribed by a physician – at any time during a volunteer assignment.
- Request tickets or favors.
- Disclose any confidential information.
- Request autographs, use sound equipment or take photographs.

PORTLAND OPERA’S RESPONSIBILITIES TO YOU

- Portland Opera will provide you with the best training possible and the necessary resources to help you perform your job well.
- Portland Opera maintains an atmosphere free of sexual harassment. Bring any concerns to the attention of the Volunteer Coordinator or Portland Opera management.
- You will be treated with respect and courtesy by all members of the staff.
- You will be given meaningful and needed jobs in the organization.
- You will receive recognition and appreciation for the work you do.
- Expenses incurred while volunteering are tax deductible to the full extent of the law, consult your tax professional for specific allowances.

Signed and Understood

Date