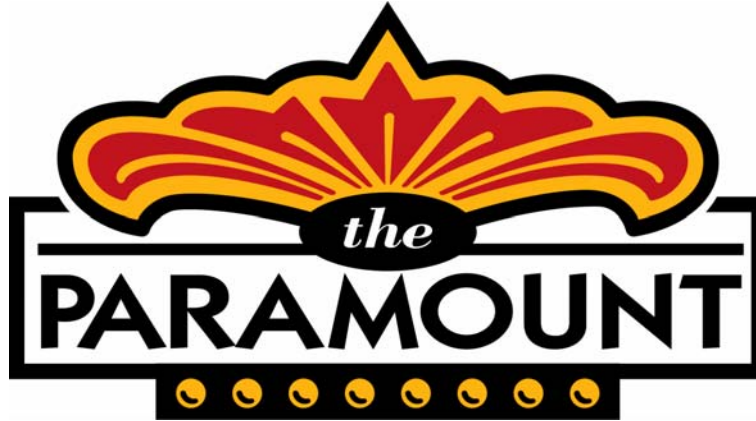


Name: _____ MI
First _____
Last _____
Phone: (_____) _____ Work
Home
Email: _____



215 East Main Street
Charlottesville, VA 22902

Application for Volunteer Service

revised 2/7/2007

The mission of The Paramount Theater of Charlottesville is to operate the newly-restored and adapted historic Paramount Theater for the artistic, educational, and charitable benefit of our community and the entire Central Virginia region.

The Paramount is a non-profit organization, and in order to provide quality entertainment at an affordable price, we rely on the valuable assistance of our volunteers, who generously give their time to help us

- Offer a wide range of arts, education, and entertainment events with the goal of reaching diverse audiences;
- Present educational programs at the theater for school-age children, teens, college students, and the community at large; and
- Make our facilities and resources available for use by charitable, arts, community, and other organizations and individuals for presentation of their performances and events.

Volunteering at The Paramount supplements staff efforts to keep our wonderful theater operational, and can include such duties as

- Greeting patrons outside the theater
- Showing theater-goers to their seats and overseeing the theater during performances
- Box Office sales
- Concession sales
- Bartending
- Artist Hospitality
- Merchandise Sales
- Office assistance: data entry, filing, answering telephones
- Giving tours of the theater
- Helping set up for a performance

APPLICATION FOR VOLUNTEER SERVICE

Thank you for your interest in volunteering at The Paramount Theater. In order for us to better identify your skills & interests, we would like for you to give us the following information.

Please print or type

PERSONAL INFORMATION

Full Legal Name _____
Last First MI

Mr., Mrs., Mrs., Miss, Dr., Other _____ (circle one or specify other)

Name I prefer to be called _____

Address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

Cell Phone () _____ E-mail _____

Do you have a valid driver's license? Yes No

Please circle one: Employed Retired Unemployed

If employed, what are your typical working hours? _____

Are you a student? Yes No

School currently attending: _____
Name of School or University
Grade or Major Area of Study

Do you speak a foreign language? If so, please indicate which language(s) and level of proficiency.

Do you have any emergency training? If yes, please provide details: _____

A number of duties at The Paramount Theater may require physical labor; do you have any limitations that might prevent you from performing any duties? _____

AVAILABILITY

Please check days & times that you are available to volunteer:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Morning</i>							
<i>Afternoon</i>							
<i>Evening</i>							

PREVIOUS VOLUNTEER EXPERIENCE

Organization _____

Contact person _____ () Phone _____

Duties: _____

Organization _____

Contact person _____ () Phone _____

Duties: _____

May we contact these employers and/or organizations for references? Yes No

EXPERIENCE & SKILLS

Why are you interested in volunteering at The Paramount Theater?

Where did you hear about volunteering at The Paramount Theater?

- | | | | |
|---------------------|--------------------------|---------------------------------|--------------------------|
| Advertisement | <input type="checkbox"/> | Paramount Season Brochure | <input type="checkbox"/> |
| Employee | <input type="checkbox"/> | Personal Inquiry (i.e. walk-up) | <input type="checkbox"/> |
| Friend or Volunteer | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Paramount Web Site | <input type="checkbox"/> | | |

Please explain: _____

Please check all that apply to you:

- Data Entry/Computer Skills
Experience with (circle all that apply): Word Excel Power Point Publisher Access
Outlook Mail Merge Internet Raiser's Edge Financial Edge Patron's Edge
- Vending (i.e. Box Office, Concessions, Merchandise Sales)
- Stage Hand
- Electrical/Mechanical Repair Bartending
- Housekeeping/Cleaning Customer Service
- Facility Maintenance Writing/Proofreading
- Plumbing Event Security
- Bookkeeping/Accounting Other Skills: _____

REFERENCES

Please list two references (not family):

Reference #1 (Current Employer or School)

Reference #2 (Personal)

Name

Name

Address

Address

Phone 1 Phone 2

Phone 1 Phone 2

EMERGENCY CONTACT

Contact Person _____

Relationship _____

Home Phone () _____

Work Phone () _____

Cell Phone () _____

Other Phone () _____

If you would like to include information in addition to that requested above, please do so by attaching a resume or letter to this application.

Disclaimer certificate: I authorize The Paramount Theater to inquire of any previous employer or other persons regarding my experience, reputation, character, ability, and qualifications for volunteerism. The information supplied by me in this application, and attached resume (if any), is true to the best of my knowledge. I also understand that securing a volunteer position is dependent upon a mutual understanding between me and representative of The Paramount Theater. Interviews and other evaluation methods may be applied as part of the evaluation process.

Signature

Date

Parent's or legal guardian's signature (if under eighteen)

Date