

VOLUNTEER JOBS AT MBT

MBT appreciates and relies on its parent volunteers! Each parent is expected to serve 25 hours min. of volunteer assistance through the course of the season. It's a great part of the MBT experience!

Parent Name: _____

Email: : _____ Tel: _____

Student Name/s & Training Levels (Preparatory Trainee 1 2 Pre-Pro Levels 1 2 3 4 5):

Name: _____ Level: _____

Name: _____ Level: _____

2018-2019 PERFORMANCES: Fall Performance, Macy's Northpoint, Nutcracker, Spring Performance

PRODUCTION

PRODUCTION MANAGEMENT

- Venue Procurement
- Contract Negotiation
- Show Running
- Tech Liaison
- Stage Management

BACKSTAGE

- Transport
- Storage
- Load-In / Load-Out
- Backdrops
- Props
- Sets
- Dressing Rooms

COSTUMING

- Costume Fittings
- Sewing
- Cleaning
- Sourcing / Procurement

FRONT-OF-HOUSE

- Ambiance
- Ticketing / Online Ticketing
- Concessions
- Gift Shop
- Floral Sales
- Stargrams
- Raffle / Silent Auction

VOLUNTEER COORDINATION

- Volunteer Database Management
- Communication
- Volunteer Appreciation

PROMOTION

MARKETING / PR / COMMUNICATION

- Database Management
- E-Marketing Development
- Creative Development
- Graphic Design
- Web Maintenance/Design
- Copywriting
- Media Placement (print, TV, billboards)
- Social Media Management
- Videography
- Photography
- Newsletter Content Creation
- Community Calendar Presence

COMMUNITY INVOLVEMENT

COMMUNITY OUTREACH

- Organizational Partnerships (Art Schools, Retirement / Nursing Homes, Local Businesses)
- International Tutu Day – Feb. 2 (2/2)
- Schools Liaison – Events scheduling, etc.
- MBT In-House Ballet Education Events

(continued on reverse)

GRANTS & FUNDRAISING

SPONSORSHIPS

- Grant Writer
- Partner Relationship Management
- Sponsorships
- Partner Relationship Management

FUND RAISING

- Fundraising Event R&D
- Merchandise/MBT Shop
- Membership Program
- Fundraising Event Organization
- Fundraising Tracking

SPECIAL EVENTS

Nutcracker & Performance Events for Children

- Set-Up
- Food
- Shoe Decoration (Shoe Crew)
- Souvenir Procurement
- Order Management
- Background Set-Up
- Sound & Sets
- Dancer Liaison/Scheduling
- Clean-Up

Tree Lighting Celebration

- Set-Up
- Food
- Beverages
- Merchandise
- Ticket Sales at event
- Take-Down

GALA YEAR Planning Team

- Alumni Liaison
- Communication
- Venue Liaison
- Sponsorships & Fundraising
- Catering & Beverage Arrangements

STUDENT EVENTS

MBT Pointe Shoe & Pizza Party (~October)

- Set-Up
- Food
- Décor
- Clean-Up

Secret Santa & Holiday Party

- Secret Santa assignments
- Teacher Gifts
- Extra Gift Purchases
- Set-Up
- Food
- Décor
- Clean-Up

End of Year Senior Celebration

- Set-Up
- Food
- Décor
- Presentation Videos
- Clean-Up