



531 W. Main Street  
Waynesboro, VA 22980  
540-943-9999    [www.waynetheatre.org](http://www.waynetheatre.org)

## **APPLICATION FOR VOLUNTEER SERVICE**

The mission of the Wayne Theatre Alliance is to promote the economic vitality, educational opportunities and cultural life of Waynesboro and the adjacent region through the preservation and operation of the Wayne Theatre as a performing arts/conference center.

The Wayne Theatre Alliance is a non-profit organization, and in order to provide quality entertainment and other services at affordable prices 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;
- Present educational programs at the theatre 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 presentations of their performances and events.

Volunteering at the Wayne supplements our staff efforts to keep our theatre operational and can include such duties as:

- Greeting patrons outside the theatre
- Ushering
- Box Office sales
- Concession sales
- Bartending
- Artist Hospitality
- Merchandise sales
- Office Assistance
- Giving tours of the theatre
- Setting up for a performance
- Training new volunteers

Thank you for your interest in volunteering at the Wayne Theatre. In order for us to better identify your skills and interests, we would like you to give us the information on the attached pages.

William L. Hausrath,  
WTA Board Chairman

Clair F. Myers,  
Exec. Director WTA

J.D. Robb,  
Volunteer Coordinator

# WAYNE THEATRE ALLIANCE VOLUNTEER APPLICATION

Please print or type

## PERSONAL INFORMATION

Full Legal Name: \_\_\_\_\_  
(Last) (First) (MI)

Mr., Mrs., Miss., Dr., Other \_\_\_\_\_

Name I prefer to be called \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

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 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? Please give details. \_\_\_\_\_

\_\_\_\_\_

A number of duties at the Wayne may require physical labor, such as moderate lifting; do you have any limitations that might prevent you from performing those duties? Yes No

Please Explain: \_\_\_\_\_

\_\_\_\_\_

Please check day and times that you would be able to volunteer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Previous volunteer experience (if any): Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IN THE EVENT OF AN EMERGENCY**

Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_

**SKILLS & EXPERIENCE**

Please check all that apply to you and/or areas that you would prefer to work in:

- 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)
- Training  Handing out programs
- Ushering  Bookkeeping / Accounting
- Greeting  Bartending
- Stage Hand  Writing / Proof Reading
- Electrical / Mechanical Repair  Event Security (i.e. crowd control)
- Housekeeping / Cleaning  Theatre Tours
- Plumbing  Other Skills \_\_\_\_\_

Please list two references (Other than family):

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

If you are 18 years old or older, have you ever been convicted of a crime? (Does not include juvenile convictions or traffic violations.)

Yes

No

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

In order for the Wayne Theatre to create a volunteer group of the highest level of professionalism: I authorize the Wayne Theatre Alliance to inquire of any other persons regarding my experience, reputation, character, ability and qualifications for volunteerism. The information supplied by me in this application, and attached letter (if any) is true to the best of my knowledge. I also understand that, if I am offered a position, I may be asked to pass additional screening assessments. I also understand that securing a volunteer position is dependent upon a mutual understanding between me and a representative of the Wayne Theatre Alliance. 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