

Rose Ensemble Office and Concert Volunteers Job Description

Our Mission and Background

The Rose Ensemble reawakens the ancient, with vocal music that stirs the emotions, challenges the mind and lifts the spirit. Formed in 1996 by Artistic Director Jordan Sramek, the internationally acclaimed Rose Ensemble performs ancient and early music, bringing rare and unrecorded work to new audiences through research from around the world.

Concert Positions

At concerts, volunteers assist the staff to help ensure that front of house operations run smoothly for patrons at each concert. Interested volunteers may set up a phone or personal interview with Production Manager Craig Lemming, and must sign the volunteer agreement form to help as a concert volunteer. Opportunities are available on a first come basis and include:

- ★ Ushering
- ★ Ticket sales and Will Call
- ★ CD sales
- ★ Set up/Break down
- ★ Receptions and Refreshments

Time Commitment: 3-3½ hours, nights and weekends. Arrive approx. 1.5 hours before concert time, stay 10-15 minutes afterwards.
Location: Refer to performance schedule for venues

Qualifications and Skills Required

- Individuals must be able to: assist audience members in a helpful manner, follow directions, dress appropriately
- While no previous experience is necessary, some positions require skills in computers and handling cash and credit card purchases
- Volunteers must arrange for their own transportation and any related costs, including parking

Office Positions

The Rose Ensemble office in downtown St. Paul often needs volunteers for simple office work. Scheduling can be flexible and is typically during business hours Monday through Friday. Interested volunteers may set up a phone or personal interview with Production Manager Craig Lemming, and must sign the volunteer agreement form to help as an office volunteer.
Duties include:

- ★ Prepare mailings
- ★ Data entry
- ★ Internet research
- ★ Answer phones
- ★ Ticket sales
- ★ Special projects

Time commitment: 1-2 hours per visit
Location: 314 Landmark Center, 75 W. 5th Street in downtown St. Paul

Qualifications and Skills Required

- Individuals must be able to: follow directions, dress appropriately, and work well with others
- While no previous experience is necessary, some positions require skills in computers, customer service, and repetitive tasks
- Volunteers must arrange for their own transportation and any related costs, including parking

Volunteer Benefits

Concert volunteers receive free admission to the performance. In addition, volunteers who work three or more concerts in a season, or 3 or more office hours, receive a free complimentary Rose Ensemble CD of their choice. At the end of each year, volunteers are invited to attend a special concert reception to celebrate the year's achievements as a token of our thanks.

Volunteer Contact

Craig Lemming
Production Manager
Craig@RoseEnsemble.org
651-225-4340