**Rose Ensemble Office and Concert Volunteers Job Description**

**Concert Positions**

 At concerts, volunteers assist the staff to help ensure that front of house operations run smoothly for patrons at each concert.

\* 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. 1hours before concert time, stay 10-15 minutes afterwards.

Location: Refer to season brochure or [www.RoseEnsemble.org](http://www.RoseEnsemble.org)

**Skills Required**

 -Individuals must be able to: assist audience members in a helpful manner, follow directions, dress appropriately

- some positions require skills in computers and handling cash and credit card purchases

**Office Positions**

 The Rose Ensemble office in downtown St. Paul often needs volunteers for simple office work. Scheduling is flexible and during business hours Monday through Friday.

Duties include:

\* Prepare mailings

\* Data entry

\* Internet research

\* Answer phone

\* Special projects

Time commitment: To be determined based on project

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 Contact**

 Jen Krook

Office Manager

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