

District Improv Festival Volunteer: Box Office/Will Call

Program Description

The District Improv Festival is Washington D.C.'s only festival devoted to longform improvisation. The festival has been covered in the Washington Post and has twice been selected as one of the best theater festivals in Washington, D.C. by readers of The Washington City Paper (2015, 2014). The fifth annual District Improv Festival runs September 6-10, 2017 and is produced in alliance with Washington Improv Theater and The Unified Scene Theater. District Improv is a registered 501(c)3 nonprofit organization.

Time Commitment & Locations

Volunteer shifts typically last for 2.5 hours. We ask that our volunteers only pick the shift(s) that they are 100% able to commit to. Volunteer locations can be selected by the volunteer at [registration here](#). Options include both Source Theatre: 1835 14th St NW, Washington, DC 20009 and The Unified Scene Theater: 80 T St NW, Washington, DC 20001.

Specific Duties for Box Office/Will Call Volunteers

1. Greet patrons and answer general questions regarding the festival (i.e. how much tickets cost, when certain teams are playing, how to purchase tickets, etc.), distribute event programs, and direct checked-in patrons to the concessions stand before the show.
2. Will Call - Check in patrons via Eventbrite using DIF tablets (provided)
3. Box Office - Manage a cash box for cash ticket sales and run credit ticket sales through Eventbrite using DIF tablets (provided)

Benefits

- Free show(s), for every volunteer shift you work you get (1) free ticket to a non-headliner District Improv Festival show!
- Free t-shirt, each volunteer gets (1) shirt at their first shift!
- Gratitude from the District Improv Board and community at large. Your time is valued at over \$24.14 per hour, without your generosity we could not make this festival a reality.

Supervisor(s): Alex Beard: Director of Volunteer Services, Rob Miller: Festival Executioner, & other District Improv Board Members (pending festival scheduling)

My understanding

As a volunteer, I will help fulfill the mission of District Improv: *to support and grow Washington, D.C.'s long-form improv scene and promote awareness of the District as a premier improv community through the execution of the annual District Improv Festival.* I will use my abilities to strengthen the program through my volunteer activities. I accept the above, which represents my understanding of my volunteer responsibilities.

Volunteer Name: _____ Date: _____

District Improv Festival Volunteer: Concession Sales

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Specific Duties for Concessions Sales

1. Greet patrons and answer any questions regarding the menu listed on the wall or general questions regarding the festival.
2. Manage a cash box and concession sales ledger of cash sales and credit sales.
3. Process credit sales through square on the tablet provided.
4. Concession Sales volunteers must be 21 years of age and are required to check the ID of all persons ordering alcohol regardless of age.
5. Concession Sales volunteers are required to open all alcoholic beverages for patrons. Bottle openers will be provided and minor hand dexterity is required.

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District Improv Festival Volunteer: Stage Manager

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Specific Duties for Stage Manager

1. Check in with each team performing in the performance block, confirm that the teams are ready to perform, and don't have any last minute questions.
2. Relay all-ready signal/show start to booth technician once you have checked in with all teams, host, and usher.
3. Maintain track of time, provide teams in the performance block updates on when they will be taking the stage. (10 and 5 minutes to curtain for each team.)
4. Ensure that the backstage area remains quiet during the entire performance block.

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District Improv Festival Volunteer: Ushers/Videographers

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Specific Duties for Ushers/Videographers

1. Turn over the performance space, before each show block Usher(s) will walk the rows of seats, straightening up chairs in each row, picking up trash/old programs, etc.
2. Ensure that the video camera is set up with a reserved seat next to it, that the camera is powered on (with full battery), has ample space on the memory card (at least 2 hours), and ready to record during the performance block.
3. Assist patrons as they enter the theatre, filling the theatre in the following order: middle front - house left front - house right front - then back.
4. Ask seated patrons to fill in extra individual seats between patron groups so incoming patrons do not have to separate.
5. Relay all-ready signal to Stage Manager once the theatre space has been filled with a majority of the paid ticket holders. Return to the reserved seat next to video camera, hit record, and occasionally check in on the camera throughout the performance block.

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District Improv Festival Volunteer: Technician/Booth Operator

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Specific Duties for Technicians/Booth Operators

1. Ensure that the sound equipment and lights (both stage and work) are on and fully functional during formal walk through with a District Improv Board Member TBD.
2. Set up ClearComm/Headset Communication so that the front of house, booth, and backstage can all communicate.
3. Refer to the festival technical schedule and prepare any/all technical requirements for the performers in the current show block, relaying any technical questions you may have with the Stage Manager/Board Member TBD.
4. Ensuring that every team has entry music, even if they have not requested a track.
5. Play pre-show music while the usher loads in the audience.
6. Be on the lookout for the all-ready signal from stage manager and promptly start the show.
7. Flash/dimming the lights at a two minute to end warning and dropping lights/calling the show at time (ensuring that each act does not run over on time.)

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