



Volunteer Manual

Welcome to the
Rosendale Theatre Collective!

Thank you for your interest in becoming a
Volunteer.

History: In the fall of 2009, after 61 years as an independent family owned theatre and cultural hub of Rosendale, The Rosendale Theater went up for sale. To preserve the landmark theater, local area residents and business owners from all walks of life rallied together to form the Rosendale Theatre Collective. Within a few short months RTC obtained not-for-profit status and then raised enough funds through events, donations, and a *Pepsi Refresh Project Grant* for a down payment to purchase the theater.

Mission: The Rosendale Theatre Collective is dedicated to preserving and operating the historic Rosendale Theatre and enhancing the cultural life and economic vitality of the town of Rosendale and Ulster County through film, the performing arts, and educational programming.

Goals:

Film: Continue the tradition of presenting independent and mainstream films, including foreign, documentary, and local productions, including the Woodstock Film Festival.

Theatre, Music & Dance: Provide a space for independently produced, unique and significant productions.

Children: Enhance film, music, dance, theatrical entertainment, and educational programming for youth.

Visual Arts: Use theater spaces to present photography, graphic design, painting, posters, etc., about the theatre and performing arts.

Education: Present speakers on some of the most critical issues of our times and encourage discussions in the fields of science, politics, education, etc.

BEING A VOLUNTEER FOR OUR NIGHTLY FILMS

Volunteer opportunities are sent each week to the RTC volunteer email list. Instructions on how to sign up for a particular shift at the theater are included in each email. You may also sign up for a regular shift or shifts each month (such as every 1st Friday.) If you do not use email, you can telephone the volunteer coordinator and sign up for shifts.

Volunteer Coordinator:

Laurie Giardino, volunteer@rosendaletheatre.org (646) 209-7444

We are looking for staff to volunteer at least one shift per month, if you like to go to the movies every week; this is a great way to see the new release for FREE! **Shifts vary: Volunteers usually get to the theatre 45 minutes before the film and stay 15-25 minutes after the film ends. Here are some sample shifts:**

- 11:00 am movies, volunteer shift is from 10:15 am – 1:30 pm
- 7:15 pm movies, shift from 6:30-9:30
- 2:00 pm matinees shift from 1:15-3:30 or 4:00
- 2:00 pm operas, shift from 1:15-5:45
- 5:30 pm movies, shift is 4:45-7:30
- 8:00 pm movies, shift is 7:30-9:45
- 10:00 pm cult film movies, shift is 9:30 – midnight

SHIFT SUPERVISORS: Staff willing to serve as shift supervisor oversee 2-3 additional volunteers per shift, and are responsible for making sure new volunteers are walked through responsibilities at the beginning of the shift, account for the night's takings and process 'the drawer' for deposit. Training is often scheduled on Tuesday nights at 5:30, feel free to write before dropping in and 'learn the ropes' as well as sign up to serve as shift supervisor for the upcoming month!

Volunteer Shift Procedures:

1. Sign up for a shift online. You will be given the link once you make contact with the theatre.
 2. At the beginning of each shift report to the shift supervisor, who will explain your job as a box office worker, ticket taker or concession stand operator.
 3. Review safety procedures with the Shift Supervisor.
 4. If a problem arises during the event, please report the problem to the Shift Supervisor.
 5. At the end of every event, help clean up and re-stock.
 6. Fill out your volunteer time sheet at the end of your shift.
- If this is your first time volunteering you should email and notify your shift manager, maybe you both can come in 15 minutes early for an orientation to operations and get you up to speed. This is an option and totally up to you and the shift manager.
 - Each Sunday an email is sent confirming which volunteers are working that week. If you are on the schedule for the week you will get an email. It is important to sign up on the calendar grid with your name and email each time! It makes communication easier.
 - Absences – If you sign up for a shift and are then unable to make it, please let the volunteer coordinator and your shift supervisor know. If it is possible for you to find a replacement, please do so.

COMMITTEES OF THE ROSENDALE THEATRE COLLECTIVE

Another way to volunteer with the Collective is to serve on one of the committees. Please contact the chairs of these committees if you are interested in joining. Detailed info on each committee follows.

- **Operations:** info@rosendaletheatre.org, Ann Citron and Carrie Wykoff
- **Fundraising:** fundraising@rosendaletheatre.org, Eve Waltermaurer
- **Marketing:** news@rosendaletheatre.org, Stephanie Ellis
- **Programming:** info@rosendaletheatre.org, Ann Citron and Ed Schoelwer
- **Cult Films:** viewsfromtheedge@rosendaletheatre.com, Georgette Mattel
- **Facilities:** physicalplant@rosendaletheatre.org, Sam Pierce

IMPORTANT TELEPHONE NUMBERS AND CONTACT INFORMATION

Volunteer Coordinator: Laurie Giardino, volunteer@rosendaletheatre.org (646) 209-7444

Mailing Address: Rosendale Theatre Collective P.O. Box 545, Rosendale, NY 12472

Box Office Phone: (845) 658-8989

Website: www.rosendaletheatre.org

General Information Email: info@rosendaletheatre.org

SERVE ON ONE OF OUR COMMITTEES:

MARKETING/MEDIA

The Marketing Department requires volunteers who are either mobile or able to telecommute and comfortable with computers. Staffing needs include:

- **Data entry:** Update mailing lists and keep databases accurate for outreach activities. This position is a telecommuting position.
- **Posters:** Distribute flyers and posters for upcoming events throughout the area. It is necessary to have your own transportation.
- **Research:** For those more experienced in marketing we need people to help us get better at outreach!

Shifts are flexible and activities may be done within each volunteers own availability. These positions are great for people with busy schedules, big commutes, those who want to volunteer from home or those interested in learning about marketing!

FUNDRAISING TEAM

Be a part of the most "rewarding" committee -Fundraising. While fundraising is a momentous task, the individual responsibilities will be broken down so that each person will have something relatively simple and potentially quite fun that relates directly to their interest. Also, this approach allows volunteers to have a crystal clear idea of how much time they will need to dedicate. Since there are a number of small tasks, feel free to add yourself on to more than one. If you are currently on this committee, or doing this work already and want to continue, please still sign up here where your desires fit so I can be clear what you want to do.

EVENT PLANNERS

For those who like events: Do you like to throw parties, do you want to hobnob with the rich and famous? We need you to plan 1 event for the year. Perhaps you want to plan a race, organize pot lucks, an art show, or a yard sale. Do you know a performer who would donate his or her time and do a fundraising show? Do you want to reach out to our fabulous board of advisors and organize an event for them? How cool would that be?

Looking for: 4-6 event planners who each want to produce an individual event

ADVERTISING

Are you a sales person? For those who feel connected with the businesses of the area or want to be. We have the options for businesses to advertise with us and/sponsor events. We need you to contract with just 2 businesses a month. You sell two spots or get two sponsors and then you sit back until the next month. Easy, breezy. Looking for: 4-6 business sales people

GRANT WRITERS

Do you like to write? Do you like writing grants or want to learn? Or are you a big picture person who prefers to know what grants are out there and likes to keep things organized? We need you to write 1 grant a year. It can be for the same funder so this just gets easier and easier. We have the basic formula you just need, with help if you want, to get it written and sent by the time it is due. Looking for: 1 grant manager, 4-6 grant writers

MEMBERSHIP MANAGERS

Are you the organized type? Can you keep track of a simple Excel file and send out membership packets to new members or prospective donors? We need a couple of folks (two friends would be great) who will be alerted when there is a new member and sends off that member's membership swag. This position will likely be busiest in September when we first announce the membership. You and a pal can spend a day putting together packets to mail, then for the rest of the year divide and conquer. Each person takes a different membership level. Someone signs up on our website or at the theater, you are informed and a packet goes out. As simple as that. Looking for: 2 membership managers

SITE MAINTENANCE

We need a regular pool of people who are willing to help with the upkeep of the theatre. We need people to paint, refinish, prep, clean, do construction, etc. We will provide materials and training as needed. We need 2-3 people willing to volunteer to come in on Tuesdays and other designated days (when we are closed) to maintain the theatre in good working order.