

Job Title: Event Volunteers (Up to five needed)

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

Purpose of Positions

Help us bring Sarasota Opera's events to life! We need a dedicated team of volunteers to help make Sarasota Opera's signature events, receptions, and benefit events run smoothly. Roles include:

- **Pre-Event Setup:** Assist with arranging tables, décor, signage, and materials to prepare the space.
- **During the Event:** Welcome guests, help with check-in, coat check-in, distribute materials, and provide general support to the Development staff.
- **Post-Event Support:** Help pack up supplies, tidy the space, and organize leftover items—often the following day.

The number of volunteers needed will vary depending on the scale of each event. Whether you enjoy being hands-on behind the scenes or engaging with guests, we'd love to have you as part of our team!

What are examples of events where volunteers would be needed?

Signature Events: Food & Wine Festival (Sept.), Moonlight & Melodies Dinner Series (various dates fall and winter), Annual Winter Gala (January), Sarasota Opera House Centennial Celebration (April 11), Salute to the Stars (March)

Qualifications

- **Friendly and Professional Demeanor**
Volunteers should be comfortable interacting with guests, donors, and staff in a courteous and welcoming manner.
- **Reliability and Punctuality**
Timeliness is essential for setup, event-time, and post-event roles. Volunteers should be dependable and able to commit to assigned shifts.
- **Ability to Follow Directions**
Volunteers must be able to take guidance from Development staff and work collaboratively with other volunteers.
- **Comfort with Physical Tasks**
Setup and post-event roles may involve lifting, moving tables or chairs, and standing for extended periods.

- **Attention to Detail**
Especially helpful during setup and guest check-in to ensure materials are properly arranged and guests are accurately welcomed.
- **Discretion and Professionalism**
Volunteers may be present at donor events and should always maintain confidentiality and professionalism.
- **Flexibility**
Willingness to assist with a variety of tasks depending on the needs and scale of the event.

Commitment Expected

- **Time Commitment:**
Volunteer shifts will vary depending on the scale and type of event. Most roles will require 2–4 hours, with some setup or post-event support roles possibly extending to half-day shifts.
- **Event Frequency:**
Volunteers are not expected to commit to every event. We will reach out ahead of each event to confirm availability. You may choose which events and roles you're available for.
- **Advance Notice:**
Volunteers will typically be contacted **1–2 weeks in advance** of an event with details about timing, location, and responsibilities.
- **Flexibility:**
Since needs vary by event, we appreciate volunteers who are open to helping with different tasks—whether it's setup, greeting guests, or post-event wrap-up.
- **Orientation:**
Brief instructions or orientation will be provided before each event to ensure volunteers feel prepared and supported.

Uniform Expectations

To maintain a professional atmosphere at Sarasota Opera events, volunteers are expected to follow these guidelines:

- **Attire:**

For setup and post-event roles, wear comfortable clothing and shoes suitable for physical tasks. You may be asked to lift, move, or stand for extended periods.

During the event, concert black is generally the required attire, depending on the event. Specific dress instructions will be provided in advance, but generally all-black attire, modest and professional in style.
- **Grooming & Presentation:**
Neat, clean, and professional appearance is expected. Avoid strong fragrances out of consideration for guests.
- **Name Tags:**
Volunteers will be provided with name tags or badges to wear during the event.