

Artists Unlimited

## VOLUNTEER POLICIES & PROCEDURES

### QUALIFICATIONS:

Volunteers must be at least 14 years old to work without parental supervision and must enjoy working with all types of people. They must show a genuine concern for this organization and a willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is respectful of individuals with disabilities and is mature, sensitive, dependable, and a team player.

### REQUIREMENTS:

Complete volunteer information form online or in person to Volunteer Coordinator, Marsha King.

### TIME COMMITMENT AND SCHEDULING:

Volunteer hours are flexible. Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please call Carol Cassara (261-4419) or Marsha King (478-6491).

### DRESS PROTOCOL: (May be required for specific volunteer posts during shows)

- Backstage volunteers are required to wear long black pants, black shirt and quiet, closed-toe black shoes with good traction.
- Ushers will receive direction from Richard and Marie Wright.
- Men's and Ladies cast area volunteers can wear casual clothing.
- Concession area volunteers should wear business casual attire (AU show shirts are great!)

### PARKING:

Volunteers should park in the parking lot on the south side of West Ridge Road (across from the theater). The lot to the west of the building is reserved for handicapped parking and for our patrons.

### GENERAL SAFETY:

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, coworkers, and cast members.

### VOLUNTEER FEEDBACK:

Artists Unlimited encourages volunteers to make suggestions, voice concerns and give ideas about how the organization fulfills its mission to the community.

### RELEASE AND WAIVER OF LIABILITY.

Volunteer hereby releases and forever discharges and holds harmless Artists Unlimited and its officers, directors, trustees, employees, agents, insurers, representatives, successors and assigns from any liability or claim that volunteer may have against Artists Unlimited, including, but not limited to, any bodily injury, personal injury, illness, death, or property damage that may result from volunteer's activities with Artists Unlimited, whether caused by the negligence or misconduct of Artists Unlimited or its officers, directors, employees, or agents or otherwise. Volunteer hereby covenants not to bring any action against Artists Unlimited for any such injury, illness, death or damage. Volunteer further promises and agrees to defend, indemnify, and hold harmless Artists Unlimited against any and all losses, damages, liabilities, or costs of whatever kind (including but not limited to, court costs and reasonable attorney's fees) arising from any claim of a third party related to Volunteer's activities with Artists Unlimited.