
Welcome New Volunteers!



Please fill out a volunteer registration form

Overview

10:00 – 11:00

New Volunteer Orientation

11:00-12:00

Emergency Evacuation Training

12:00-1:00

Luncheon

Scheduling Availability

KMAC September Volunteer Availability Survey External Inbox x



rebecca@kaymeek.com via SurveyMonkey <member@surveymonkeyuser.com...> Mon, Aug 15, 8:45 PM (13 days ago)
to me ▾



September 2022 Volunteer Availability Form

Hope the summer is treating you well! Click the button below to see the list of September events and to submit your availability; please have your availability submitted by Saturday August 20th.



Thank you!

[Begin Survey](#)

Volunteer Webpage

<https://kaymeek.com/volunteer-home>



[BUY TICKETS](#) [GIVE](#) [ABOUT](#) [ACCOUNT](#)  

WELCOME TO THE KAY MEEK ARTS CENTRE VOLUNTEER WEBSITE

Using the buttons below, you can view monthly schedules by Event or Last Name, find out how to find your own replacement if you can't make your shift, find health and safety information and view the manuals and instructions relevant to your volunteer position at Kay Meek.

Once again, we thank you for the time you dedicate to the Kay Meek Arts Centre. We could not do it without you!



Volunteer Email

kaymeekvolunteers@googlegroups.com

- When you send an email to this address it goes out to all the volunteers
- If you need to find a replacement for a shift this is the best way to get in touch with the other volunteers

kaymeekconcession@googlegroups.com

- If you need to find a replacement for a concession shift this email is specifically for concession volunteers
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Contact Information

Mariana Munoz

mariana@kaymeek.com

FOH Cell Phone

604-992-0331

Becky Fitzpatrick

604-981-1170 Ex 1002

becky@kaymeek.com

Comp Ticket Policy

Volunteers are eligible to receive a total of four complimentary tickets per season.

Concession volunteers are eligible to receive a total of eight complimentary tickets per season.

How to Request Comp Tickets:

- There are cases where more comps are available depending on the show.
 - Please email us at volunteer@kaymeek.com for a comp request or mariana@kaymeek.com)
 - requests are first come first serve
-

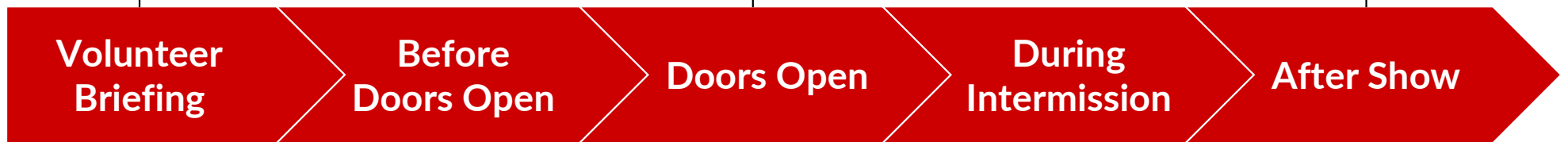
Volunteer Positions

Main Door Ticket Taker

Meet in board room for the volunteer briefing. Grab a flashlight and your nametag.

Scan tickets or use clicker to count as patrons enter the theatre.

Open doors once house lights are fully on. Do a sweep through the aisles for garbage or lost property



Volunteer Briefing

Before Doors Open

Doors Open

During Intermission

After Show

Stand in front of auditorium doors waiting for the okay to open the doors.

Stand at doors and remind people to bring plastic glasses back to concession or place them inside the grey bussing bins.

Upper Level Greeter

Meet in board room for the volunteer briefing. Grab a flashlight and your nametag.

Greet patrons as they enter, provide directions to the elevator, box office etc. Sometimes hand out programs.

Stand at the door to the left of the stage as people exit. Then, do a sweep through the aisles for garbage or lost property



Volunteer Briefing

Before Event

During Intermission

After Show

Go to your post at the Mathers Ave entrance.

Stand at the door to the left of the stage. This door leads backstage and entrance is not permitted unless in emergencies.

Lower Level Greeter

Meet in board room for the volunteer briefing. Grab a flashlight and your nametag.

Greet patrons as they enter, provide directions to the box office, washrooms, etc. Sometimes hand out programs.

Be the first to start going through the aisles for garbage or lost property.



Volunteer Briefing

Before Event

During Intermission

After Show

Go to your post, loosely between the tree and coat check.

Check in with all the other volunteers who are standing at the doors to see if they need a quick break.

Main Door Usher

Meet in board room for the volunteer briefing. Grab a flashlight and your nametag.

Help patrons find their seats and sometimes hand out programs.

Help with sweeping through the aisles for garbage or lost property



Volunteer Briefing

Before Doors Open

Doors Open

During Intermission

After Show

Take a moment to go inside the theatre to re-familiarize yourself with the seating plan

Keep your eyes out for people bringing alcoholic drinks out to our courtyard. All alcohol to be consumed in the building.

Concession

Check in with FOH then go straight to concession and begin with counting the stock and making coffee.

Step out of the theatre about 10 minutes before intermission to prep any pre-orders and be ready to open as soon as intermission starts

Count the closing stock. Run dishes through the dishwasher. Tidy up.



Sell food and drink up until 5 minutes before the event starts.

Sell food and drinks.

Other positions

Merchandise

Some events might do CD or merchandise sales during intermission and post-show. The FOH Manager will give you a cash float and the products for sale. Record the starting stock and tally how many sold as you sell them. We accept cash only for merchandise.

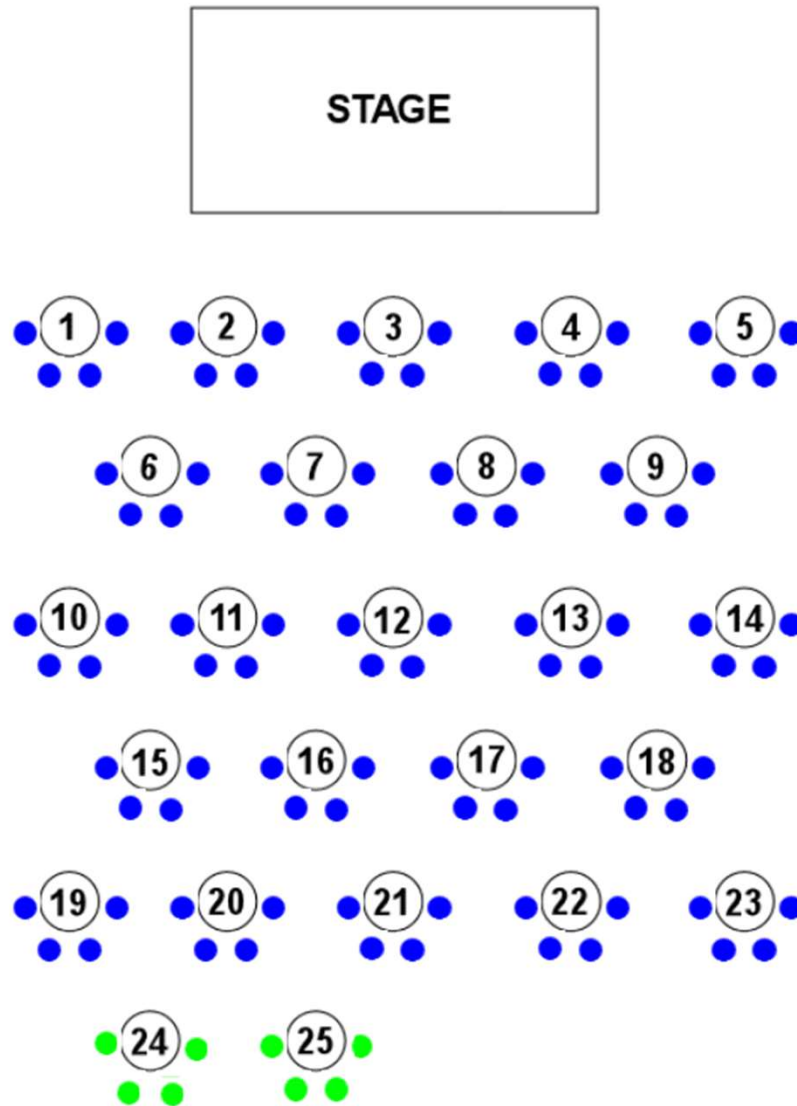
Coat Check

Check peoples coats and bags, hand out numbered tags corresponding with the number on the hanger.

Will Call

Sit at the second box office window with a box of all the tickets for pick up filed alphabetically. As for the patrons name and hand them their ticket.

McEwen Theatre



Cabaret Seating

Food and drink are only allowed in the theatre when seating is in this arrangement
