



LEVITT SHELL

LEVITT SHELL VOLUNTEER INFORMATION

DATES OF EVENT: Thursday, May 31 – Sunday, July 15
Thursday, September 6 – Sunday, October 21

TIMES OF EVENT: Thursdays, Fridays Saturdays & Sundays:
Set Up: 4:00 – 7:00pm
Showtime: 7:30 – 9:00pm (summer)
7:00 - 8:30pm (fall)
Breakdown: 9:00pm – 10:30pm

IMPORTANT DATES:

April 13, 2018:	Launch Party
May 10, 2018:	Stars at the Shell General Admission Show
May 31, 2018:	FREE CONCERTS BEGIN!

IMPORTANT CONTACTS:

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Debra Czeszochowski
Development Director
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Anne Pitts, Executive Director: (901) 828-8967, anne@levittshell.org

ABOUT US:

Before 2008 when the Levitt Shell began presenting 50 free concerts each year, the Shell had fallen into disrepair and was rarely used. As the site deteriorated and crime in the park began to rise, members of the community sought to have the Shell torn down. Its rich seventy-year history was fading away and it sat as blight in the center of Overton Park.

In 2018, the Levitt Shell and its Free Concerts Series turns 10 years old. In that time, the neighborhoods surrounding Overton Park have become deeply entrenched in the Levitt Shell, adopting it as a place for gathering and enjoyment. Families walk and bike into Overton Park and thousands come from throughout Memphis to enjoy the multi-cultural programs.

With multi-cultural programs, presented free of charge in the beautiful open-air theater, the Levitt Shell is once again a place where friends get together, where new friends meet, and where children play in the backdrop of music that the whole family enjoys. Attracting people throughout the city it is an invaluable asset that has helped influence the revitalizing of an historic park and the resurgence of Overton Square.

Through community partnerships and outreach, the Levitt Shell has been able to bring children and adults from neighborhoods throughout Memphis together at the Levitt Shell. We have over 85 volunteers who devote their time and energy to our mission of community building. With each of these partnerships and volunteerism, more and more people every year become more deeply engaged in the Levitt Shell, in Overton Park and the surrounding neighborhoods, as well as the revitalization of Memphis as a city of choice.

POLICIES AND PROCEDURES:

Goals, Values and Beliefs

The goal of the Levitt Shell is to provide 50 free, high quality concerts open to everyone in Memphis and the surrounding communities. Levitt Shell goals are accomplished by the commitment of every board member, employee, volunteer and crew member.

Levitt Shell values and beliefs:

- Every person will be treated fairly and with respect.
- The Levitt Shell has a zero-tolerance policy against any type of discrimination, intimidation, violence or the threat of violence, implied or actual.
- The Levitt Shell has a zero-tolerance policy against the use of or being under the influence of any illegal drugs.
- The Levitt Shell has a zero-tolerance policy against harassment which includes verbal, physical, visual or sexual harassment.
- An open door policy will be promoted to encourage interaction, discussions and the exchange of ideas to improve everyone's experience.
- Outstanding service will be delivered to our patrons, sponsors and donors.
- "Do It Right the First Time" will be the organization's team commitment.

Equal Opportunity

Levitt Shell extends equal opportunity to all individuals without regard for race, religion, color, sex, sexual orientation, national origin, age, disability, or veteran status. This policy affirms the Levitt Shell's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist in employment or volunteer positions.

MISSION AND GOALS:

The mission of the Levitt Shell is to build community through free music and education, finding common ground in a diverse audience.

Through programs that reflect the ethnic and cultural diversity of the community and are presented free to everyone, the Levitt Shell strives to enrich and inspire the lives of families in Memphis through music that has no barriers. With every free concert, we are making Memphis a more connected city of choice!

CURRENT PROGRAMS:

The Levitt Shell's 50 Free Concerts Series features multi-cultural programs carefully chosen to reflect the diverse population of Memphis. Concerts are presented every Thursday, Friday, Saturday and Sunday in the summer between June and July, and again in the fall between September and October. The concerts are carefully programmed to provide a diverse range of musical genres, including R&B, soul, folk, jazz, bluegrass, international rhythms. In addition, Memphis music is featured through the Thomas Boggs Memphis Music Series. There is a strong concentration on the family-friendly focus of our mission and the significance of community-building through bringing children and their families from all neighborhoods together at every concert. The open-lawn seating of the venue is physically inviting to families. There is no need to "sit still and listen." Children play freely on the grounds to the particular rhythm of each performance. In these circumstances, children are easily engaged, educated and inspired.

OUR TEAM:

Our program of 50 Free Concerts is presented by a team devoted to our mission and goals. We welcome all of you to this team and we're proud that you are becoming part of this Levitt Shell Family. Here are the other members of our devoted family:

The Levitt Shell Board of Directors. The Board of Directors is made up of 26 volunteers who establish our goals, ensure our financial capacity and establish the strategic plan for growth;

Anne Pitts, the Executive Director, oversees the structure of the programs, events, and the fundraising efforts of the organization;

Debra Czestochowski, the Director of Development, oversees the fundraising efforts to support the events;

Abbey Judd, the Strategic Partnerships Coordinator, oversees the building of community and business partnerships that further the mission of the Shell;

Cindy Cogbill, the Programming & Marketing Coordinator, oversees the booking of the bands and the marketing of our programs

Kayci Ross, the Office Manager, oversees the daily operations of the office and the vital systems that keep us all functioning at our highest levels;

Silver Michaels, the Facilities Manager, takes care of the Levitt Shell and oversees the grounds and upkeep of the building and surrounding property;

Nancy Agee, the Volunteer Coordinator, oversees the recruitment, training and scheduling of our volunteer program;

Dawn Hopkins, the Sound Engineer, oversees the technical set-up of concerts and running the sound during events;

Stephen Weeks, Lighting Engineer, oversees the technical set-up of lights, assists with set-up of concerts, and runs the lights during events;

Matt Brown, Assistant Sound Engineer, oversees the preparation of concerts and assists the sound & lighting engineers.



VOLUNTEERS:

The volunteers are at the heart of this Levitt Shell family. We rely on our volunteers to make the experience of Levitt Shell concerts fun and enjoyable for everyone, to keep our environment family-friendly, and, most important, to help ensure the life of the Levitt Shell in our community.

During events at the Levitt Shell, our volunteers are our ambassadors to the public. They provide information about the Levitt Shell to our patrons, they answer questions and provide help to our patrons, and they assist us in making sure that our artists and our guests have an enjoyable evening.

We will also have special opportunities to volunteer as a Levitt Shell group in other parts of the community including the Public Library, the Memphis City Parks, City Beautiful and others. These experiences will be available for anyone interested with a minimum of 5 people per group.

Volunteers will also receive discounts to Levitt Shell special events and discounts on merchandise. Volunteers who work at least 5 shifts per season (summer or fall) will receive two free general admission tickets to one Stars at the Shell Benefit Concert.

To show our sincere appreciation for the work and commitment of our volunteers, we have special opportunities through each year to say thank you. These events are designed to bring everyone together in the spirit of friendship, to say thank you for all you do throughout each year for the Levitt Shell and our Memphis community.

We want this to be an enjoyable experience for all of our volunteers. Our shifts are limited to time periods that are manageable, and offer our volunteers an opportunity to enjoy the shows! Our volunteers are the most important part of the Levitt Shell family. If there's ever anything we can do to make the experience more unique and enjoyable for you, please let us know!

SUMMER APPRENTICES:

Through a partnership with Memphis Music Initiative, each summer we have between 9-12 high school students who have gone through a rigorous application process to become Levitt Shell apprentices and work with our crew. These high school students come from schools all across the city. They work long hours with our production team, often 10 hours a day, to learn the ins and outs of live outdoor music production.



SHOW DAY:

Scheduling: All volunteers will use Volunteer Odyssey for scheduling. You will receive an invitation to the group page, Levitt Shell from Volunteer Odyssey. From that invitation, there will be a link that will take you directly to the sign up page. You can also go to the Volunteer Odyssey site and click on the Volunteer tab and search for the Levitt Shell group page. Once you've signed up for the group, you can check out the events for volunteer opportunities. You will receive reminders in advance of your volunteer shift. If you need to make changes, go to your profile page at Volunteer Odyssey and go to My Registrations to make any changes to an event you are registered for. You can also search for your event sign up at the group page, Levitt Shell. <http://volunteerodyssey.com/>

Where to Report: All volunteers will report to Nancy Agee upon arrival at the Levitt Shell.

What to Wear: Volunteers will receive a t-shirt with the Levitt Shell Logo and the words "EVENT STAFF" clearly visible. This will allow our security guards, staff, performers and general public to clearly identify you with the production. You will also receive a Levitt Shell badge.

Food and Drinks: We will have beverages and snacks available for Volunteers in the green room beginning at 6:00pm.

Parking: Volunteers may park anywhere around the Levitt Shell, except in reserved parking. Remember, parking may be an issue on show days. It is best to get the Levitt Shell as early as possible to ensure parking.

Minors: We encourage families to volunteer together - it's a fun and valuable experience for all. Parents may bring their children when volunteering but must remain with the children throughout the shift, and volunteers under the age of 16 must be accompanied by a parent or legal guardian throughout their shift.

Backstage Etiquette: Backstage is a very private space for artists, volunteers and crew. Volunteers have the unique position of special access. However, this position is for the volunteer only. If there's an occasion when you'd like to have a friend or family member "meet the band", please talk to the volunteer coordinator who will help you set that up in advance if possible.



SUPPORT NEEDED:

#5 FRIDAYS OF JAZZ: We have an exciting program in the spring where we present 5 free jazz concerts at the Benjamin Hooks Public Library. We need volunteers who can help distribute materials at these concerts, help pass the donation bucket through the audience, and answer questions about the Levitt Shell. Performance dates are March 9, March 23, April 6, April 20 and May 4. Volunteers arrive at 5:00pm and the performance is from 6:30pm - 8:00pm.

STREET TEAM: We need volunteers who can help distribute the materials and replenish the materials at locations throughout the months of March, April, May, June, July, August and September. If you are interested in speaking at different community events or neighborhood association meetings on behalf of the Levitt Shell, we have a special training for you! We also encourage you to sign up for our email newsletter and become fans of our Facebook page, Twitter and Instagram. Post, share and invite others to join.

BACKSTAGE TEAM: The backstage team assists with backstage logistics and light production duties during the concert series.

- A. **Artist Assistant:** Assisting the tour manager, production manager or artist upon arrival and throughout the show.
- B. **Backstage Assistant:** Help with the setting up of backstage area in advance of artist arrival.
- C. **House:** Assist with the setup and strike of tents, tables, and chairs.

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Number of Volunteers Needed: 1 each shift

DONATIONS: Volunteers are needed to “pass the bucket” throughout the audience during each of our performances. Each volunteer will be given a donation bucket and at various times during the performance, request donations from audience members throughout their assigned area. Volunteers will greet the audience members warmly, ask politely if they would like to make a donation and thank them on behalf of the Levitt Shell for their donation. The donation buckets are emptied after each round in a locked box kept inside the Levitt Shell office.

Schedule: **Thur, Fri, Sat, Sun:** **6:30pm – 9:30pm**
Number of Volunteers Needed: **6 each shift**



What's New this Year

If you're a veteran Levitt Shell volunteer, there are a few job descriptions you don't see on this year's list like the merchandise table or concessions.

MERCHANDISE SALES:

We are working with Champion Apparel on our merchandise sales. They will be stocking our merchandise booth, and we will be selling merchandise. This is a great opportunity to work directly with the audience and help promote the great work that the Levitt Shell does throughout the year. Champion will supply a weekend's worth of apparel and fun items for the whole family. Volunteers will set up the Merchandise Area each evening, creating an inviting space for shopping, and close up the space each night.

CONCESSIONS SALES:

TapBox will be handling all of our drink concessions this year. No more selling waters and Pepsi products. Our volunteers will be able to concentrate on what really matters - the audience!

BACKSTAGE

Keep your valuables safe while you're volunteering. We provide lockers so you can lock up those purses, wallets and valuables and easy to access place. You provide your own lock.

YOUR VOLUNTEER BADGE

Your volunteer badge will serve as your discount piece. Just present your badge and you'll receive a discount on all merchandise products as well as special events tickets.

Volunteer FAQs

Q: Do I need to have previous experience to volunteer with the Levitt Shell?

A: While some positions such as the Production Crew do require experience, most positions do not require any previous volunteer experience.

Q: Is there a minimum commitment of hours required to volunteer with the Levitt Shell?

A: Most volunteer roles are divided into shifts that last 2 ½ hours to 3 hours each. Volunteers can sign up for 1-2 shifts per Event Day. While there is no minimum number of shifts required, volunteers are encouraged to sign up for at least 1 shift per week.

Q: Do I have to be over 18 years old to volunteer for the Levitt Shell?

A: No. The Levitt Shell is family friendly and we have plenty of volunteer opportunities for everyone regardless of age! Minors under the age of 16 must be accompanied by a parent or legal guardian.

Q: Do I get anything in exchange for volunteering at the Levitt Shell?

A: The biggest reward is the ability to make a difference in our patron's lives through community building and musical performance. We also give you a T-Shirt, food and drinks, discounts on merchandise, tickets to special events and several special thank you events each year!

Q: What are the steps required to become a Levitt Shell Volunteer?

A: Complete the information in this packet and return it to us. You must also complete the waiver and contract forms, and complete one training. Once your paperwork is received, you will be contacted and can sign up for a training. You'll even have an opportunity to become trained in CPR!