

Levitt Shell Volunteer Information

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.

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. Each volunteer will count the money in their bucket after each round and write amount on sheet on wall under the corresponding bucket number.

Schedule:	Thur, Fri, Sat, Sun:	7:00 pm – 9:00 pm
Number of Volunteers Needed:		6 each shift

HOSPITALITY, GREETERS COUNTING & RAFFLES: Counting the number of people in attendance at each show is a very important part of the Levitt Shell events. Having an accurate count and information about our attendees greatly increases the Levitt Shell’s ability to receive grants from area foundations, and to increase sponsorships from local businesses. This is essential to the continued growth of the Levitt Shell. Volunteers responsible for counting and raffles will be divided up into 4 areas around the Levitt Shell grounds. Twice during the evening at assigned times, they will use a counter to take a count of the number of people in their assigned area. The remaining time they will greet audience members, hand out pocket calendars and enter them into the night’s raffle on the nights we have them.

Schedule:	Thur, Fri, Sat, Sun:	6:30pm – 9:00 pm
Number of Volunteers Needed:		4 each shift

SET-UP/Tear Down: Set up decks & merchandise table & other tasks such as lawn clean up if needed for set up. Tear down volunteers will assist in keeping lawn clean. At end of night they will assist in tearing down decks, merch table and other tasks as needed.

Schedule:	Thur, Fri, Sat, Sun:	Shift One: 4:00pm – 6:00pm Shift Two: 8:00pm – 10:00pm
Number of Volunteers Needed:	1 first shift	4 second shift

BIKE VALET: Encouraging more families to ride bikes to the Shell, we have a free bike valet program. Volunteers store patrons’ bikes giving the patron a valet ticket. Bikes are returned to their owners matching the valet ticket with the ticket on the bike. We have a bike valet sponsorship with Peddletown & will assist them in giveaways & raffles.

Schedule:	Thur, Fri, Sat, Sun:	Shift One: 6:00pm – 8:00pm Shift Two: 8:00pm – 10:00pm
Number of Volunteers Needed:		1 each shift

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MERCHANDISE SALES/VOLUNTEER STATION & INFORMATION: 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. Volunteers will set up the Merchandise Area each evening, creating an inviting space for shopping, and close up the space each night. During the evening, volunteers will get the cart ready with needed items for the next night's volunteers. If additional merchandise is needed during the evening, it will be stored in the basement. Don't shut down merch as soon as show ends, many patrons like to shop after the show.

Schedule: Thur, Fri, Sat, Sun: 6:30 pm-9:15 pm
Number of volunteers needed: 4 each shift

MORE VOLUNTEER INFORMATION:

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.

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/>

SHOW DAY:

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.

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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.

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!

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