

Volunteer Contact Information

Please number in the order you are most interested, with #1 as your main interest.

Note - Volunteers must be 18 years or older.

Ticket Taking _____ Ticket Selling _____ Ushering _____ Concession Booth _____

Contact Name _____ Date _____

Address _____

City, State, Zip _____

Phone _____ Cell/Work Phone _____

Email _____

You are available:

M ___ T ___ W ___ T ___ F ___ S ___

Volunteer work experience:

References

Name _____

Name _____

Phone _____

Phone _____

I understand that the McPherson Opera House is an entirely smoke-free facility. This includes all restrooms, lobbies, and public spaces.

Signed _____ Date _____

Please return to:

McPherson Opera House
219 S. Main, P.O. Box 333
McPherson, KS 67460

Thank you for your help and support!

DOCENT INFORMATION

Name _____
Print Last Name First Name Middle Initial Other

Address _____ **City** _____ **State** _____

Phone _____ **Mobile** _____ **E-mail** _____

Work experience:

Leadership roles:

Include those in the volunteer organization such as church, civic and non-profit organizations, and others.

Share Personal Contributions You Could Make as a Docent:

Date: _____ **Signature** _____

Guidelines for Docents

Objective Statement

The primary objective of the docent class of The McPherson Opera House Company is to promote the Opera House. Additional objectives include providing an understanding of local and regional history, and the stimulation of an interest in the Opera House.

Docent Definition

A docent is a volunteer teacher or lecturer who conducts tours through the Opera House.

Docent Recruitment

- Interested individuals may be recruited by other docents, director, staff, etc. Others may simply make their desire known.
- When an interested party is identified, docent responsibilities, attributes, and training must be shared by the docent class chair person or leadership.
- Term limit is not established and resignation, in writing, requested and accepted with regret.

Docent Responsibilities and Attributes:

- Commits time and energy, a labor of love, to the Opera House.
- Acts as a guide/teacher who creates an excitement in the Opera House, its history and area folklore.
- Is hospitable while acting as a host, hostess, or aid.
- Volunteers as an educator.
- Serves as a facilitator.
- Helps with public relations between the Opera House and the community.
- Aids in the development of community interest for the growth and maintenance of the Opera House.
- May assist in purchasing of Opera House items.
- Attends regularly scheduled monthly docent class meetings and if possible, the McPherson Opera House Company quarterly meetings.
- Is an Opera House member (at any membership level).

Docent Training:

- Commits to docent responsibilities and attributes.
- Familiarize oneself, as primary focus, with the Opera House.
- Actively pursues continuing education.
 - Researches material for written and oral reports.
 - Attends regular briefings of traveling and special shows or exhibitions.
 - Develops knowledge of the Opera House.
 - Studies local history.
 - May attend National Docent Symposium.
- Is provided a docent notebook and other educational materials such as books, videos, power point presentations, etc.
- May help with receptions, office projects, and other duties prior to completing tour assignment training.
- Observes tours led by a trained and experienced docent as a part of the training process.
- Assumes tour assignments after training and study. Tour assignments for a new docent will be made in conjunction with the docent committee. A novice docent will be supervised by an experienced docent during initial tours for knowledge and presentation technique before conducting solo tours.