PICT CLASSIC THEATRE VOLENTINE INQUIRY FORM
(Please enclose a resume, bio and photo if available)

Name: 

(Please put an * next to preferred method of communication)

E-mail address: 

Work title or position: 

Company: 

Work address: 

Work phone: 

Home address: 

Home phone: 

Please indicate which volunteer opportunities interest you (check all that apply):

The Customer Experience
  Assist at the theatre:
  Greet patrons
  Scan tickets with smart-phone
  Stuff program books
  Hand out program books
  Confirm patron seating and walk patrons to their seats
  Box office logistics assistance
  Patron/sponsor/donor acknowledgement, attention and thank you activities
  Facilitate patron engagement, assistance or needs

Event Participation & Support
  Event planning committee (see committee opportunities)
  Event day of logistics such as registration table check-in, check-out and payment processing, silent auction support, coat check, greeter, other duties as assigned
  Event follow up tasks as assigned

Office & General Support
  Assemble thank you gifts (on assignment)
  Host or celebrate special guests (on assignment)
  Clerical and general office support (on assignment)
  Projects (on assignment)

Committee Service
  Usually meets every other month
  Requires active participation through review, input and feedback
  Opportunities for skill-building, networking and leadership
  Indicate the area of discipline in which you would like to get involved regarding committee service

* Submission of this form indicates interest in volunteer opportunities at PICT Classic Theatre. A response will be sent within a few days of receipt for further match consideration.

River Park Commons, 2403 Sidney Street, Suite 285, Pittsburgh, PA 15203
Tel: 412-561-6000; Fax: 412-561-6686
Board of Directors  
Attend 4-6 board meetings a year  
Requires additional committee service (1-2)  
Community representative on the highest level of a non-profit organization  
Responsible for fiscal oversight and organizational governance  
Requires active participation in fundraising and financial contribution  

Check all that apply.  
❑ Appreciation for theatre and the arts especially PICT Classic Theatre  
❑ Connections to people and resources (foundation, corporations, business community, individuals, affinity group or designated business area (please specify) )  
❑ Financial capacity to make a meaningful leadership gift  
❑ Time to commit to necessary meetings and governance issues  
❑ Administration/management/ governance/HR  
❑ Office innovation, workplace/organizational development  
❑ Technology  
❑ Financial analysis and planning/accounting  
❑ Legal/ADR  
❑ Strategic planning  
❑ Marketing / Branding  
❑ PR/ Communications / Advertising  
❑ Sales planning, initiatives and staffing  
❑ Development/ fundraising/ special events planning  
❑ Real estate/property acquisition & development  
❑ Education, diversity and/or outreach  
❑ Other  

Please describe your personal interest in volunteering. What motivates your interest? What would you like to get out of the experience?  
_________________________________________________________  
_________________________________________________________  
_________________________________________________________  
_________________________________________________________  
Questions? Contact volunteer@picttheatre.org or 412-561-6000 x201  

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