



**PICT CLASSIC THEATRE VOLUNTEER 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?

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Questions? Contact [volunteer@picttheatre.org](mailto:volunteer@picttheatre.org) or 412-561-6000 x201

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