



Volunteer Job Descriptions

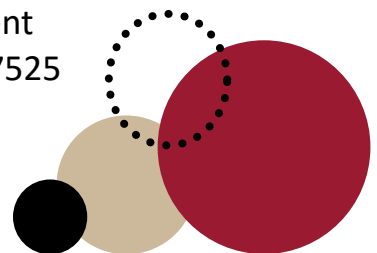
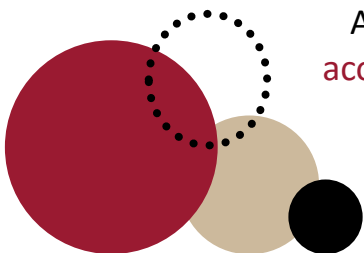
Development & Fundraising

December 2015 - May 2016

*Advancing professional ballet and
dance education in our community
through world-class training and
dynamic performances.*

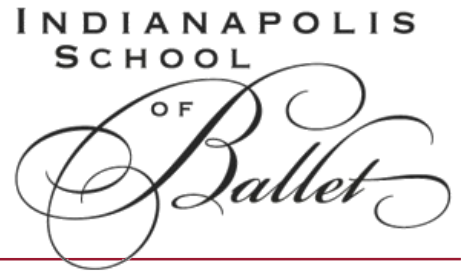
For more information, contact

Amanda Congrove, Director of Development
acongrove@indyballet.org ♦ (317) 955-7525



Volunteer Job Descriptions

10th Anniversary Gala



10th Anniversary Fundraising Gala

Time Commitment:	Sunday, May 22, 2016 12:00-10:00 p.m.
Number needed:	15-25
General Job Description:	Assist with annual special event

THANK YOU for volunteering with the Indianapolis School of Ballet's 10th Anniversary Gala presented by Community Health Network!

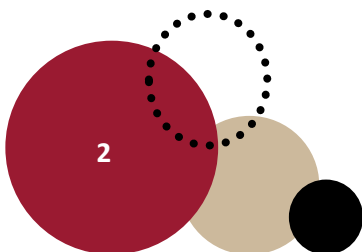
As you may know, the Indianapolis School of Ballet (ISB) is a 501(c)(3) nonprofit ballet school. Our mission is to advance professional ballet and dance education in our community through world-class training and dynamic performances provided in a culturally diverse environment designed for the continual physical, intellectual, emotional, and artistic growth of all dancers.

Our only annual fundraising gala raises much needed financial support for scholarships, outreach, and operations of the only school in Central Indiana to teach George Balanchine-style ballet (what the New York City Ballet was founded on). We offered about \$40,000 in scholarships this academic year.

How Volunteers Help ISB

We consider you, our volunteers, to be important ambassadors for ISB. As someone with "backstage" knowledge of our organization, you are uniquely positioned to share with the community not just our work, but the *effects* our work teaching ballet has on the students, and the effects the performances can have on people who see them – no matter their age.

ISB relies on countless volunteers to help us do everything from keeping kids organized before, during, and after performances; to ironing costumes; to helping orient new parents to the organization; to sewing ribbons on pointe shoes at the last minute.



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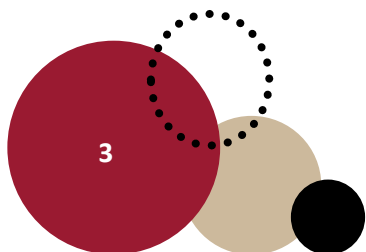
10th Anniversary Gala

What You Can Expect from Your Volunteer Experience

- To have a good idea before an event what your volunteer role/duties will be
- To trust that your ISB staff liaison will stick as close as possible to the agreed-upon volunteer commitment time
- To feel free to ask questions and make suggestions at appropriate times
- To be treated with kindness and respect from all staff at ISB *and* your fellow volunteers
- To contribute positively to the event
- To be thanked for your help

What You Can Expect from ISB

- ISB will work very hard to provide accurate, detailed job descriptions so **you** can choose the job that best fits what you're good at and what you want to do
- ISB will communicate well with you before, during, and after the event to keep you up-to-date on what you need to know
- ISB will stick as close as possible to the agreed-upon volunteer commitment time
- To be treated with kindness and respect
- That we will answer any questions you have to help you do a better job and have a great experience
- To be thanked for your help



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Volunteer Job Descriptions

10th Anniversary Gala

Guest Check-in

Time Commitment:	4:30-8:00 p.m.
Number needed:	3-5
General Job Description:	Greet guests as they arrive; check the list

Will work closely with **Amanda Congrove, Director of Development**, to greet guests warmly and invitingly to ISB's 10th Anniversary fundraising Gala.

Specific Job Duties:

- Set up table and arrange it in the best way for you
- Be able to maintain order and be comfortable with directing adults on making a line, if necessary
- Ask guest(s) for their names – refer to list provided
- Direct guest(s) to their table – refer to list provided
- Update the guest list as needed. Some will come; some will not; others will send replacements
- At the end of the shift, select ONE volunteer who will take all of the separate lists and make ONE MASTER list for ISB.

- Act as a positive representative for the Indianapolis School of Ballet in all situations
- Know when to ask your ISB staff liaison for help!

Good to Know...

- Dress is "cocktail" attire.
- Be prepared to be on-task until 8:00 p.m.
- Please make sure you check in with the Volunteer Check-In area (TBD).
- Please do not leave without checking in with your staff/volunteer liaison.
- ISB appreciates your help in making this important, annual fundraiser a success – from the first guest in to the last staff out. *THANK YOU!*

Volunteer Job Descriptions

10th Anniversary Gala

Live Auction “Spotters” & Pledge Card Collectors

Time Commitment:	7:30 p.m. – 9:30 p.m. (approximately & sporadically)
Number needed:	5-7
General Job Description:	Serve as bid spotters during live auction

Will work closely with **Amanda Congrove, Director of Development**, to help ensure a smooth auction and pledge process.

Specific Job Duties:

- Stand at assigned, strategic locations with assigned tables in your area
- As live auction progresses, keep track of who is bidding
- When the bidding ends, complete the live auction voucher and give it to the winning guest
- At the end of the evening, collect pledge cards as guests leave and/or ask you to collect them
- Return all pledge cards directly to Amanda Congrove
- Please do *not* accept any gift/money on behalf of ISB. If a guest wants to donate *right now*, please direct them to designated staff/volunteers. This is for your safety.

- Know when to ask your ISB staff liaison for help!
- Act as a positive representative for the Indianapolis School of Ballet in all situations

Good to Know...

- Please make sure you check in with the Volunteer Check-In area (TBD).
- Please do not leave without checking in with your staff/volunteer liaison.
- Be able to take directions given in different styles.
- ISB appreciates your help in making this important, annual fundraiser a success – from the first guest in to the last staff out. *THANK YOU!*

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Volunteer Job Descriptions

10th Anniversary Gala

Event Set-Up

Time Commitment:	12:00 p.m. - 4:00 p.m. (approximately)
Number needed:	3-5
General Job Description:	Set out centerpieces; distribute ISB paper materials

Will work closely with **Amanda Congrove, Director of Development**, to create a beautiful special event landscape for ISB's 10th Anniversary fundraising Gala.

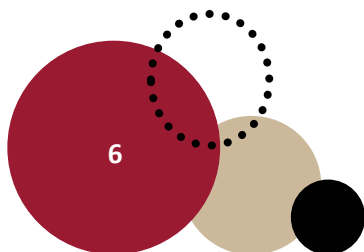
Specific Job Duties:

- Help realize the vision that Victoria Lyras has for this event
- Work with other volunteers and staff to place centerpieces on each table *just so*
- Distribute "ask" cards at each place setting
- Distribute gift bags at each place setting
- Other set-up/"Make pretty" tasks as requested

- Know when to ask your ISB staff liaison for help!
- Act as a positive representative for the Indianapolis School of Ballet in all situations

Good to Know...

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- Please do not leave without checking in with your staff/volunteer liaison.
- Be able to take directions given in different styles.
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Volunteer Job Descriptions

10th Anniversary Gala

Event Clean-Up

Time Commitment:	9:00 p.m. – 11:00 p.m. (or earlier)
Number needed:	3-5
General Job Description:	Clean-up

Will work closely with **Amanda Congrove, Director of Development**, to disassemble the beautiful special event landscape and pack it away carefully for next year for ISB's annual fundraising Gala.

Specific Job Duties:

- If guests are still present, inconspicuously begin event clean-up
 - Volunteer Check-In table can be "torn down"
 - Guest Check-In Table can be "torn down"
- Once guests have left, begin careful process of repacking table centerpieces *just so*
 - Inspect them for any stains/damage/etc.
 - Collect them, pack them per instructions provided on-site, load into ISB vehicle
- Pick up any extra – gift bags; pledge cards; other paper items
- Pick up used paper items and discard
- Other clean-up tasks as requested

- Know when to ask your ISB staff liaison for help!
- Act as a positive representative for the Indianapolis School of Ballet in all situations

Good to Know...

- Please make sure you check in with the Volunteer Check-In area (TBD).
- Please do not leave without checking in with your staff/volunteer liaison.
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Volunteer Job Descriptions

10th Anniversary Gala

The HEROES

Time Commitment:	4:30 p.m. - 10:00 p.m.
Number needed:	2-5
General Job Description:	Be a hero. Save the day. As needed.

Will work closely with **Amanda Congrove, Director of Development**, to do anything and everything that is needed for a successful 10th Anniversary fundraising Gala.

Specific Job Duties:

- You job – should you choose to accept it – will entail some of the most important work of the night.
- While everyone else will have relatively detailed jobs and job descriptions, you must be

as **resourceful as Austin Powers**, as *flexible* as **Gummy**,
as **fast as The Flash**, and
as **accurate as Hawkeye**.

(It's a bonus if you're as smart and witty as Anthony Stark.)

- You will love this volunteer job if you like to save the day, do the unexpected, and prefer spontaneity.

There may even be a special "Gala Hero" badge involved...

- Know when to ask your ISB staff liaison for help!
- Act as a positive representative for the Indianapolis School of Ballet in all situations

Good to Know...

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Volunteer Job Descriptions

Development & Fundraising

10th Anniversary Gala Sponsor-Seeker

Time Commitment: >2 hours per month

Number needed: No less than 3

General Job Description:

Using materials provided by ISB, invite businesses who might be interested in supporting kids, education, and/or arts/dance/ballet to be a sponsor of our annual fundraiser

The Gala is an elegant evening of specially-chosen ballets designed to showcase the students at ISB and to bring great ballet to Indianapolis via ISB alums who are now professional dancers.

These positions are integral to the success of ISB's annual fundraising gala. This is the only special event fundraiser we do and its success directly impacts the programs we provide for students *and* the community.

Group meetings will be minimal (if any).

Specific Job Duties:

- Always have a supply of Gala sponsor materials
- Be familiar the facts of the event – what, when, where, WHY
- Be familiar with ISB
- Be fearless about approaching someone to sponsor our event
- Know the sponsor levels and benefits so you can have a good dialogue with potential sponsors

- Know when to ask your ISB staff liaison for help!

