



The Clemens Center hosts a diverse number of theatrical, cultural, and community events each year. Our volunteers serve as goodwill ambassadors for the Clemens Center and the city of Elmira.

Each year, our volunteers from all over the Southern Tier generously donate their time, welcoming patrons and clients, providing first-class service, and ensuring the safety of everyone who visits the Clemens Center. The Clemens Center staff strives to make the volunteer program an enriching experience where great relationships and friendships are made.

All Volunteers Must

- Be friendly, articulate, and able to give clear directions
- Be at least 18 years of age
- Be able to stand for extended periods and climb stairs and be comfortable with heights
- Have internet access and email
- Provide their uniform
- Participate in volunteer training

Volunteer responsibilities include

- Preparing the theatre before a performance
- Scanning and reading tickets
- Coat Check
- Greeting, giving directions, and seating patrons
- Assisting patrons with disabilities
- Assisting with light theatre clean up after the show
- Assisting staff during emergencies
- Assisting our staff during busy periods
- Committing to a minimum number of events each season

If you become a volunteer, you will receive a Volunteer Manual, be enrolled into our Volunteer Incentive Program, attend a yearly volunteer thank you reception, and enjoy first class shows (depending on your assigned location)

Complete training for volunteers, of course, requires a bit more explanation and experience. To that end, new volunteers are able to shadow our existing volunteers until they feel comfortable in an assigned position.



Volunteer Application

Thank you for your interest in becoming a volunteer at the Clemens Center! The Clemens Center is always looking for enthusiastic volunteers to join our team.

Please complete this online application if you are interested in volunteering for this upcoming season.

Note....Due to Covid-19 protocol all volunteers must provide proof of vaccination.

*First Name

*Last Name

*Address Line 1

*Address Line 2

*City

*State

*Zip Code

*E-mail Address:

*Primary Phone Number:

What areas are you most interested in volunteering for? (check mark (✓) your choice/choices)

- Concessions (cashier, bartender, runner-place product on counter for customer)
- Ushers
- Coat Check
- Program Distributor
- Ticket Validator
- Access Team (wheelchair, assisted listening devices, ear plugs, lift assist, etc.)

** Actual duties are assigned by Guest Services Supervisor or Concessions & Facilities Coordinator**

Emergency Contact/Relationship/Telephone Number

Are you vaccinated against Covid-19?

- Yes, fully vaccinated
- Not yet, but I plan to soon
- No I am not and I don't intend to

**** Volunteers must be vaccinated. You may also be subject to wearing masks, testing, etc. depending on the protocols at the time of the performance****

Availability:

I am generally available for: (check mark (✓) all times you are available)

- Weekday Evening Shows
- Weekday Day Shows
- Weekday Morning School Shows
- Weekend Evening Shows
- Weekend Day Shows

The Clemens Center does not tolerate discrimination or harassment based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations from either patrons or staff. Volunteers must participate in annual workplace harassment training.

I recognize volunteers are essential to and responsible for creating a welcoming space for all patrons.

Comments:

If you prefer to print this form and mail it – send to:

Guest Services Supervisor
Clemens Center
P.O. Box 1406
Elmira, NY 14902

Once your submission is received, our Guest Services Supervisor will review it within 3-5 days. We will contact you to let you know if your application has been accepted.

Thank you for applying!