

## FRIENDS OF MONDAVI CENTER 2017 - 2018 Volunteer Opportunities

*The mission of the Friends of Mondavi Center is to assist with education, outreach and fundraising.*

Please indicate below how you would like to support the mission of Friends of Mondavi Center during the 2017-18 season.  
Return this form along with the WOS Form in the enclosed envelope by July 1, 2017. You will be contacted by the committees you have chosen.

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

*Friends of Mondavi Center participate in one or more of these activities to fulfill their mission of support to the Mondavi Center's presenting program. Please note that Friends receive program-specific training.*

### PLEASE REFER TO DESCRIPTIONS OF EACH PROGRAM ON THE BACK OF THIS SHEET

#### **School Matinee Support:**

\_\_\_\_\_ **Docent** for pre-matinee classroom talks

\_\_\_\_\_ **Research** and **write** docent guides

\_\_\_\_\_ **Schedule** pre-matinee classroom talks

#### **School Matinee Ushers/Front of House Liaison:**

\_\_\_\_\_ **Usher** at school matinees

#### **The Gift Shop:**

\_\_\_\_\_ **Staff** the **Gift Shop** in Mondavi Center during Jackson Hall events

\_\_\_\_\_ Unpack and price **merchandise** for the Gift Shop

\_\_\_\_\_ Assist with **set up** and **take down** of Gift Shop

#### **Friends Events:**

\_\_\_\_\_ Help **plan** and **implement** Friends social and fundraising events

\_\_\_\_\_ Provide **home** or garden for a Friends' event

#### **Membership Committee:**

\_\_\_\_\_ Help **plan** and **implement** new and prospective member events

#### **Mondavi Center Tours:**

\_\_\_\_\_ Lead public tours of Mondavi Center as a **Tour Guide**

#### **School Outreach:**

\_\_\_\_\_ Participate in **School Outreach** and **Joyce Donaldson School Matinee Program Activities**

\_\_\_\_\_ Provide **transportation** to artists for school residencies

#### **Ad Hoc Committee:**

\_\_\_\_\_ Provide **"day of" support** as needed with events, mailings, short notice tasks, etc.

\_\_\_\_\_ Take **photos** at Friends and Arts Education events

#### **Publicity and Newsletter:**

\_\_\_\_\_ **Write articles** or conduct interviews for the Friends newsletter

## **Guide to Friends of Mondavi Center Activities and Programs 2017-2018**

### **School Matinee Support**

The School Matinee Support Committee has three major functions. Docent Guide Writers **research** and **write** the informational guides provided to docents to help them prepare their classroom talks. **Schedulers** work with docents and interested schools to schedule Pre-Matinee Classroom Talks (PMCT). **Docents** visit classrooms to make presentations to students who will be attending selected Mondavi Center School Matinees, to help prepare them to get the most out of their experience.

### **School Matinee Ushers**

Ushers are often the face of the Mondavi Center. They greet students, teachers and chaperones, and guide groups to their seats. They also attend the matinee performances and address any student needs that arise, including emergency evacuations.

### **Gift Shop**

The gift shop in the lobby of Mondavi Center is managed and staffed entirely by Friends and is open prior to all performances in Jackson Hall as well as other targeted dates. Responsibilities include greeting and assisting customers, wrapping items sold and replenishing displays where needed. Non-event opportunities include assisting with unpacking, pricing and displaying new merchandise, in addition to setting up and taking down of shop. All revenue is donated to the Arts Education program.

### **Friends Events**

Committee members plan and implement Friends social and fundraising events throughout the year, such as the Brunch & Browse and Holiday Luncheon. Friends also are asked to provide home settings for some of the events.

### **Membership Committee**

The Membership Committee welcomes new members into Friends. Committee members participate in the planning and implementation of new and prospective member events held throughout the season providing the opportunity to help build connections within the organization and the Mondavi Center.

### **Mondavi Center Tours**

Tours are managed and staffed by Friends guides who are trained in the technical and logistical details of Mondavi Center. They are issued a handbook, written by Friends, which contains information needed to lead a front-of-house tour of Mondavi Center. Trainees accompany guides on 3 tours before offered solo tours. The committee schedules tours on weekdays as requested via phone or email, upon approval of staff.

### **School Outreach**

The School Outreach committee manages the Joyce Donaldson School Matinee Program. Funding for the program comes from special events planned by the Friends Events Committee. Friends deliver school matinee brochures and other materials to regional schools. Friends drive visiting artists to master classes in regional schools and to other Mondavi Center Arts Education Activities.

### **Ad Hoc (Mondavi Center Events Support Committee)**

Friends assist with mailings and day of event duties for Mondavi Center hosted events. Friends also have an opportunity to take photos at events.

### **Publicity and Newsletter**

The Friends Newsletter is published three times a year. Friends are encouraged to write articles related to Friends' activities which they then submit to the Newsletter editor. The newsletter is published by Mondavi Center.