

First Night® Raleigh Volunteer Job Descriptions

Site Manager—Manage the backstage area and supervise the set up and break down of a venue. As the “stage manager,” the site manager is also responsible for supervising the operation of the stage, which includes keeping the schedule on time, welcoming the performers, etc. Some experience helps but is not necessary. Site managers are required to attend one pre-event meeting and make a 6-8 hour commitment on 12/31.

Children’s Activities Helper—“The Children’s Celebration” occurs from 3-5:30 pm on December 31st and is an event in itself. Helpers work before and during the Celebration to set up, usher, assist with the creative activities, etc. You may specify a particular interest (“working with children,” “directing traffic,” “site setup”).

“The People’s Procession” Helper—The Procession takes to the streets at 6 pm to mark the beginning of the Evening Program. Assistance is needed to organize and guide participants. Procession workers play roles in Trigon, the dragon, march as “dots,” or carry parts of FACE.

Button Checker / Usher—Check admission buttons at a site entrance, aid in crowd control at a specific site, and be available to the public for general event information.

Audience Surveyor—Enjoy lots of public contact. You’ll pass out surveys, answer questions, and collect surveys at a specific site. Some surveyors interview attendees.

Production Assistant—Assist a Site Manager with production needs such as set-up and breakdown, and with hospitality for their performers.

Hospitality Assistant—Feed volunteers and performers at hospitality stations in the Raleigh Convention & Conference Center and at Volunteer Headquarters.

Volunteer Headquarters Assistant—Help check in volunteers at either the Children’s Celebration or downtown Mall headquarters.

Production Daylight Crew—Help Site Managers to set things up at the beginning of the day. Most of this work is of a physical nature (climbing ladders, trees, light poles, etc., carrying sound equipment) and only those physically fit will enjoy this job. We ask for a 3 hour commitment between 8 am and 3 pm.

Production Moonlight Crew—See above description. Help break down the event. Most of this work will occur from 10 pm ‘til 2 am (with a break to go see the Midnight Ceremony). We would like a 3 hour commitment.

Office Assistant—Serve as receptionist assisting the staff by answering phones, giving general First Night information to the public, some typing, assisting with mailing, etc. We would like a regular commitment of at least 3-4 hours per week beginning in November.

Any Assignment—This is for the truly adventurous. We place you where we need the most help.

For More Information email volunteer@artsplosure.org

First Night® Raleigh 2003 Events

First Night® Raleigh features art and entertainment for people of all ages and interests. Take a look at some of what you can expect to see at this exciting celebration!

Children’s Celebration

December 31, 3-5:30 pm



Come and participate in interactive, live performances and make-and-take art activities. The early celebration takes place at the North Carolina Museums of History and Natural Sciences, Bicentennial Plaza and the North Carolina State Capitol Grounds.

Kids’ Countdown

December 31, 6-7 pm

This early countdown culminates in an early dropping of the acorn!

Evening Entertainment

December 31, 7-12 pm

Laugh your way into the New Year in the Raleigh Convention & Conference Center. Featured comedy acts include Transactors Improv Company, Rude Segue, Christine Lavin, and an encore appearance by Les Statues Vivante.

Don’t miss the many additional indoor venues with entertainment for the whole family throughout the evening, including Chuck Davis and the African American Dance Ensemble, Steep Canyon Rangers, Mike Craver, Mallarme Players, Panyelo, Misha Feigin, Actors Comedy Lab, Mojo Collins, Michael Stanwood, Poetry Alive!, Colossal Nerve, Jon Shain, Jim Crew, Raleigh Flute Choir, and others.

Artsplosure—the presenter of First Night® Raleigh—is funded in part by the City of Raleigh based on recommendations of the Raleigh Arts Commission and United Arts Council of Raleigh and Wake County, with funds from the United Arts Campaign and Grassroots Arts Program of the North Carolina Arts Council, a state agency. Artsplosure receives support from the North Carolina Arts Council, an agency funded by the State of North Carolina and the National Endowment for the Arts.

First Night® Raleigh is produced by Artsplosure, a private, non-profit arts organization. For more information, please call Artsplosure at 919/832-8699.

Volunteer Sign-up Form

(Mail to: Volunteer Coordinator, Artsplosure, 336 Fayetteville St. Mall, #405, Raleigh, NC 27601 or fax to: 919/832-0890 or e-mail to: volunteer@artsplosure.org)

Name _____

(Volunteers must be 15 years or older, unless accompanied by an adult on the same shift.)

Address _____

City _____

State _____

Zip _____

Phone (Day) _____

Phone (Evening) _____

E-Mail _____

Have you volunteered at First Night® Raleigh before?

Yes No

First Night® Raleigh Volunteer Jobs

Rank the three that appeal the most to you

(1 = first choice, 2 = second choice, 3 = third choice)

- Site Manager
- Children’s Activities Helper
- “The People’s Procession” Helper
- Button Checker / Usher
- Audience Surveyor
- Production Assistant
- Hospitality Assistant
- Volunteer Headquarters Assistant
- Production Daylight Crew
- Production Moonlight Crew
- Office Assistant
- Any Assignment

Prefer Inside or Outside?

- Please assign me an inside job
- I’m willing to take a job outside

Preferred Time of Day

- I can only work in the evening
- Please assign me an afternoon job

336 Fayetteville Street Mall
Suite 405
Raleigh, NC 27601

Voice 919/832-8699
Fax 919/832-0890

www.firstnightraleigh.com
e-mail info@artsplosure.org

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First Night® Raleigh is an all-weather event; most outside jobs have some access to shelter.

Place
Stamp
Here

Non-Profit Org.
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Artslosure
Volunteer Coordinator
336 Fayetteville Street Mall
Suite 405
Raleigh, NC 27601



336 Fayetteville Street Mall
Suite 405
Raleigh, NC 27601



A New Year Starts with the Arts.

Calling all Volunteers!

Approximately 500 volunteers are needed to help make this New Year's Celebration of the Arts and Community a great success. More than 50,000 people are expected in downtown Raleigh for the event and we invite you to join us!



The Benefits of Volunteering

As a volunteer, you will get a "behind the scenes" glimpse of First Night's music and song, theater and comedy, stories and spectacles, all culminating in a countdown to midnight. For working one shift of at least 2 1/2 hours, you will receive a free admission button to all day and night events in 30+ venues across downtown Raleigh, plus a tee-shirt discount.

Businesses and organizations are encouraged to work together to accomplish their groups' service needs while supporting the greater Raleigh community and having a great time in the process.



First Time First Night Volunteers

An orientation session will be Saturday, December 21, 11 am until 12:30 pm in the Purple Room of the North Carolina Museum of History, 1 E. Edenton St., Raleigh, NC 27601.

All interested volunteers are invited to attend!

