



4641 10th Street, Boulder CO 80304, 303.583.1278, www.boulderchamberorchestra.com

Volunteer Orientation Packet

I. Mission

II. History

III. Opportunities

IV. Incentive Program



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I. Mission

The Boulder Chamber Orchestra (BCO) is a non-profit organization committed to providing exceptional chamber music programming, education, and outreach, as well as an outlet for talented local artists in the Boulder community.

II. History

Founded in 2004, the BCO is a new yet ever-growing organization, whose place in the community has already been established through our successful programs

Since our formation, the BCO has stood as Boulder's premier chamber orchestra. We have played to sold-out audiences, and featured some of the area's most talented musicians at our performances.

As a local organization, we are always seeking new friends who share our love of music, and our commitment to enriching the Boulder arts community. There are many ways to get involved with BCO, whether it be playing in our orchestra, volunteering at our concerts, making a contribution to our organization, or spreading the word about our programs.



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III. Opportunities

Event Volunteering:

- Ushers (3-4) - Meeting and greeting patrons, handing out programs, assisting them to their seats and providing information about the concert and BCO when asked.
- Box Office (3) - Assisting patrons during the ticket purchasing process, collecting money and contact information, and providing information about the concert and BCO when asked.
- Stage Crew (2) - Set up and take down of stage before and after a concert event.
- Reception Events (2) - Helping with set up and take down of reception tables, setting out food and beverages, and helping to serve patrons during the event.

Marketing Volunteering:

- Data Entry & Tracking (1) - Input of data information, generating reports
- Ad Solicitation (1-3) - Selling of program ads for the BCO.
- Online Marketing (1) - Input concert and special event information into various online calendars and other online marketing avenues.
- Group Sales (1-2) - Research for potential organizations for groups sales. Selling the group sales ticket program by contacting these potential organizations.
- Canvassing (1-3) (poster and brochure distribution) - Asking various retail/restaurant outlets to hang BCO flyers in a variety of locations around Boulder and Broomfield Counties.



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III. Opportunities Cont'd

Committees & Positions:

- Marketing Committee (3) – Attending meetings once per quarter to act as a guide and additional resource for the Marketing Department of the BCO.
- Fundraising Committee (3) - Attending meetings once per quarter to act as a guide and additional resource for the Development Department of the BCO.
- Ambassador (up to 30) - A main representative of the BCO that helps to spread the word about the various programs of the BCO.
- Volunteer Coordinator (1) – This position coordinates the BCO Volunteer Program and is responsible for the interviewing and tracking of all the volunteers as well as with communicating with the volunteers on a regular basis. 5-10 hours required per week on an as needed basis.
- BCO'er (several) – A member of the BCO's membership group. The BCO'ers have a small membership fee, commit to volunteering 5 hours per season, and as a group produce a minimum of one fundraiser per year to help BCO meet their goals for the season. Social activities are a part of this BCO experience.

More detailed instructions will be emailed or verbalized for each volunteer opportunity once the volunteer is hired for their specific job.



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IV. Incentive Program

2 Hours = Name mentioned in the program

5 Hours = 2 Free Tickets

10 Hours = T-Shirt

15 hours = Another 2 Free Tickets + 1 CD

20 Hours = Another 2 Free Tickets + another T-Shirt

25 Hours = Season Pass for next year + another CD



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Volunteer Application

Contact Information

First and Last Name _____

Address _____

City, State, Zip _____ Phone _____

Email _____

Volunteer Preferences

I would like to be contacted by Email Phone Mail

▶▶ I can volunteer on SU M T W TH F S

▶▶ Around this time Morning Afternoon Evening

▶▶ I am in town during the Summer Fall Spring

▶▶ I am interested in the following Volunteer Opportunities (Check all that apply)

Event Volunteering: Ushers Box Office Stage Crew Reception Events

Marketing Volunteering: Data Entry & Tracking Ad Solicitation Online Marketing Group Sales

Canvasing (poster and brochure distribution)

Committees & Positions: Marketing Fundraising Ambassador Volunteer Coordinator BCO'er

Experience

Past Positions/Occupations _____

Special Skills/Education or Training _____

Comments _____

Please return to Boulder Chamber Orchestra by Fax: (303) 546-0625 Email: info@boulderchamberorchestra.org or Mail: Boulder Chamber Orchestra, 4641 10th Street, Boulder, CO 80304 Attn: Volunteer Coordinator