

2015-2016 Projects and Activities

HALL SUPPORT SERVICES

Archives

Provide support to BSO archivists in research and organization of historical materials.

Flexible weekdays

Café Flowers

Arrange/assist with flower arrangements for Symphony Café and various function spaces throughout the hall.

Training is provided.

Thursday mornings: September-May

Computer/Office Support

Provide miscellaneous office support for BSAV and other departments. (i.e. filing, data entry, etc.)

Flexible weekdays

Flowers/Decorating

Assist with flowers and hall decorating for the holiday season, as well as the corporate Pops fundraisers, *A Company Christmas at Pops* and *Presidents at Pops*.

Weekdays – as needed

Mailings

Assist with mailing projects for BSAV and other BSO departments.

Weekdays – as needed

Membership Table/Hall Greeters

Greet and provide information to patrons during BSO/Pops concerts, Open Rehearsals, Non BSO/Pops Concerts and special events. Training provided.

Weekdays, evenings and weekends: October-June

Photography

Assist the BSAV office with taking photographs of volunteer projects throughout the course of the season,

Flexible schedule

Quarter Notes (BSAV Newsletter)

Participate in the design and production of *Quarter Notes*, the BSAV's quarterly in-house newsletter.

Flexible schedule

Symphony Shop

Provide sales assistance to Symphony Shop customers and BSO patrons. The Shop is open Thursdays and Saturdays 3:00-6:00 pm, and during all concerts through intermission. Training provided.

Weekdays, evenings and weekends: September-June

EDUCATION AND OUTREACH

Community Chamber Music Series

Greet and provide information to patrons during Friday afternoon Chamber Music Series Concerts and/or Sunday afternoon Community Chamber Music Concerts.

Friday afternoons (NU Fenway Center)

Sunday afternoons (Metro Boston locations)

Instrument Playground/Youth & Family Concert

Assistants and Demonstrators

Assist with children's activities, and/or instruments for hands-on demonstrations, at Youth and Family

Concerts, Educational Events, etc. Minimal instrumental knowledge required if demonstrating.

Weekdays and weekends – as needed

Tour Guides

Lead visitors (adult and/or youth groups) on behind-the-scenes tours of Symphony Hall. Training provided.

Wednesdays at 4:00 PM (weekly)

Saturdays at 2:00 PM (twice per month)

Additional weekdays and weekends - as needed