

2015 Tanglewood Projects

COMMUNITY OUTREACH & AUDIENCE DEVELOPMENT

Brochure Distribution (9 volunteers)

Distribute Tanglewood brochures and program information to local businesses in the areas surrounding the Berkshires.

Flexible schedule

Seranak Flowers (20)

Create flower arrangements for the historic home and Supper Club.

Thursdays

Lost and Found (2)

Identify and catalogue lost items following concerts in the Visitor's Center.

Flexible Schedule

EDUCATION

Exhibit Docents (29)

Greet visitors and answer questions regarding the history of the Visitor's Center and Tanglewood.

Shed Concert Hours

Talks and Walks (18)

Set up Tent Club, assist with beverages and greet subscribers and guests to this weekly lecture series.

Thursdays

MEMBERSHIP ADMINISTRATION

Ambassador (65)

Assist in the set-up and production of special events, including Opening Night at Tanglewood and other seasonal projects.

Weekdays and weekends as needed

Quarter Notes (1)

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

Flexible Schedule

Friends Office (59)

Provide office support for the Annual Funds team. Working with patrons and donors to process donations, solve ticketing issues and answer general questions.

Daily

This Week at Tanglewood (8) and Friday Morning Rehearsals (18)

Promote lecture series in the Shed and encourage patrons on the grounds to attend. For rehearsals, check in guests at the Main Gate. Maintain quiet and order.

Friday evenings/Friday mornings

TMC Lunch Program (77)

Provide a picnic lunch for 10 Tanglewood Music Center fellows, and an opportunity to converse and provide the students a break from daily routine.

Wednesdays

Tanglewood for Kids (45)

Assist with the day-of production of Watch & Play, a performance specifically for children, and two Instrument Playgrounds.

Six days during season

Tour Guides (38)

Lead visitors (adult and/or youth groups) on a historic walking tour of the Tanglewood grounds. Training required.

Weekdays and weekends

RRR (2)

Process and track all volunteer inquiries, applications and interviews for Tanglewood. Coordinate mentorship program for new volunteers.

On-going, flexible schedule

Young Ambassadors (8)

Experience the joy of volunteering at Tanglewood by providing of shadowing a variety of programs throughout the summer including Tanglewood Family Fun Fest, Ushering, Tanglewood for Kids, and Friday Morning Rehearsals. *Must be Berkshire county high school student (16+), flexible schedule*

(Continued on reverse)

2015 Tanglewood Projects (continued)

GLASS HOUSE (76)

Provide sales assistance to customers and Tanglewood patrons in both Glass House I and Glass House II. Training provided.

Evenings and weekends

USHERS (274) AND GREETERS (71)

Assist patrons in finding seats inside performance venues or on the lawn. Distribute concert programs at gates. Positions include In-house Ushers and Greeters. Serve as an ambassador to them BSO, through greeting patrons. Training provided.

Evenings and weekends