

Tapestry Folkdance Center  
Volunteer Position Description  
Draft August 2021

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## Opening House Manager

**Purpose of Position:** To serve as the official representative of Tapestry during the first half of an event, and create a safe, clean and welcoming space for musicians/teachers/callers/ dancers.

**Responsible to:** Steering Committee Coordinator

**Major Responsibilities & Tasks:**

- Ensure the building is ready for dancers - HVAC is set/on as appropriate (heat/cool), dance studio clean and lights on, trash bags inserted, bathrooms & lounge area tidy
- Unlock the front door and make sure lights are on
- Retrieve the dance bag from the safe/lpad from safe room as needed
- Communicate with the Admissions Volunteer, Greeter, and Closing House Manager to ensure a smooth transition and respond to questions
- Handle any building related problems during the first half of the dance

**Time and Commitment:**

- Hold activated fob and safe room key
- Arrive at least 30 minutes before the event
- Provide support to teacher/caller/dancers during the first half of the event
- Attend orientation and training as appropriate
- Fill in at the admissions desk or recruit trained replacement if the admissions volunteer is late/no show
- Check in with the Admission Volunteer and person doing announcements during the first half of the dance

**Skills:**

- Ability to interact with the public with a positive attitude
- Willingness to be the face of Tapestry during an event

**Orientation/Training**

- Orientation to Tapestry Folkdance Center History and policies as needed
- Walk through opening procedures with experienced Opener
- Instruction on admissions procedures as appropriate
- Instruction on how unlock the front door, open the safe room/safe, and operate the HVAC system

**Benefits**

- Free admission to the dance for which opener is responsible & additional free pass
- Opportunity to meet and get to know other volunteers, band members, callers/teachers
- Opportunity to support Tapestry Folkdance Center and dance community with volunteer time
- Invitation to volunteer recognition event (s)

# Opening House Manager Checklist

## Before dancers arrive

	Bathrooms clean, trash bags inserted as needed
	Lounge clean/neat, trash bags inserted
	Dance studio set - floor clean, tables clean, chairs neat
	HVAC is set to cool/heat as appropriate
	Communicate with caller/teacher for any special instructions
	Dance bag retrieved from safe for Admissions Volunteer
	Unlock front doors/crash bars
	Make sure person giving announcements knows you are the House Manager

## Once Dance begins

	Check in with Admissions Volunteer part way through 1st half
	Deal with any building related issues during the dance
	Check in with Closing House Manager before going off duty

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## Closing House Manager

**Purpose of Position:** To serve as the official representative of Tapestry during the second half of an event, clean up, and secure the dance space at the end of the event.

**Responsible to:** Steering Committee Coordinator

**Major Responsibilities & Tasks:**

- Check in with Admissions Volunteer, Caller/teacher, Opening House Manager, and person doing the announcements
- Ensure the dance bag is put away in the safe at appropriate time
- Collect *Late Night Jar* and snack donations, document, and place in envelope & safe
- Cover lobby after the Admissions Volunteer leaves for appropriate time before locking the front doors
- Empty trash bins
- Ensure the HVAC is set/off as appropriate (heat/cool)
- After the event, check studios, bathrooms, lounge area for cleanliness and people
- Once everyone is out of the building, turn off all lights, close all the doors, set the alarm and exit

**Time and Commitment:**

- Holds activated fob and safe room key
- Arrive at least half way through the event
- Willingness to stay for at least 30 minutes following the end of the event or when everyone else has left the building.
- Willingness to attend orientation and training as appropriate

**Skills:**

- Ability to interact with the public with a positive attitude
- Willingness to be the face of Tapestry during an event

**Orientation/Training**

- Orientation to Tapestry Folkdance Center History and policies as needed
- Walk through closing procedures with experienced Closer
- Receive Instruction on 1) opening the safe room and safe as needed 2) operating the HVAC system 3) setting the alarm

**Benefits**

- Free admission to the dance for which closer is responsible & additional free pass
- Opportunity to meet and get to know other volunteers, band members, callers/teachers
- Opportunity to support Tapestry Folkdance Center and dance community with volunteer time
- Invitation to volunteer recognition event (s)

## Closing House Manager Checklist

### Upon arrival

	Check in with Admissions Volunteer during break to decide how the dance bag/lpad will be put away
	Check in with Opening House manager for any issues
	Communicate with caller/teacher/talent and person doing the announcements for any special instructions at the end of the dance
	Ensure front lobby is covered for at least 20/30 minutes after the break for security purposes, then lock front door

### After dance ends

	Empty trash & recycling and place in bins in the alley
	Ensure dance studio is clean/neat - sweep floor, organize chairs & tables
	Check studio, bathrooms, lounge area for cleanliness and people; tidy as needed
	Collect & count late night jar & snack donations and put in safe
	Ensure HVAC is set/off as appropriate
	Ensure building is secure - lights off, doors closed - before setting the alarm & exiting

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## Admissions Volunteer

**Purpose of Position:** To collect admissions for an event, serve as a friendly and welcoming presence at the door, and offer information as requested by patrons.

**Responsible to:** Steering Committee Coordinator

**Major Responsibilities & Tasks:**

- Check in with House Manager upon arrival (discuss organization of snacks as appropriate)
- Organize the admissions desk. (see checklist or Volunteer Handbook for more information)
- Get dance bag and Ipad from Opening House Manager
- Verify amount in dance bag and document on the admissions sheet provided.
- Complete payment form for teacher/caller and musicians
- Set up the Ipad for use in admissions; Use Tally Sheet if Ipad is not available
- Welcome patrons with a friendly greeting.
- Ask for a membership card to verify membership;
- Note email contact of newcomer on Free/newcomer passes turned in
- No foreign currency accepted
- Count money at the end of shift and complete forms and give money bag to the Closing House Manager
- Put *Late Night Jar* out after the break

**Time & Commitment:**

- Arrive at Tapestry at least 30 minutes before the event begins
- Remain at admissions desk through the break
- Willingness to attend orientation and training as appropriate

**Skills:**

- Ability to interact with the public with a positive attitude
- Willingness to be the face of Tapestry during an event

**Orientation/Training**

- Orientation to Tapestry Folkdance Center History and policies as needed
- Instruction on how to use the Tally Sheet and/or Ipad as appropriate
- Instruction on how to open the safe room and safe

**Benefits**

- Free admission to the dance after shift and additional free pass
- Opportunity to meet and get to know other volunteers, band members, callers/teachers
- Opportunity to support Tapestry Folkdance Center and dance community with volunteer time
- Invitation to volunteer recognition event (s)

## Admissions Volunteer Checklist

### Before dancers arrive

Check in with Opening House Manager

Organize admissions desk - Make sure to have name tags, membership forms, marketing materials for upcoming events, calendars, second dance free pass,

Obtain dance bag and Ipad from Opening House Manager or from safe room

Set up Ipad for use as needed

Verify amount in dance bag and document on paperwork/Ipad

### As dancers arrive through the break

Welcome dancers

Ask for membership card if unsure of dancer's status

Take admissions and give appropriate change

Answer questions as needed

Use second Ipad for people to complete membership form online

### After the break (or as appropriate for program)

Put *Late Night Jar* out as appropriate

Count money at end of shift and complete forms

Close Ipad drawer and check out

Return dance bag and Ipad to Safe room; plug in Ipad

Alert Closing House Manager about your departure