

**PLEASE ENSURE THAT YOU RESPOND TO MARTHA BREEN DIRECTLY AT  
mubreen@sympatico.ca**

Our first production of the season, Joyful Noise, will be opening on Friday, October 21st, and I am organizing the volunteer schedule to manage front of house, work the box office, take tickets, and usher for the show.

Your FOH manager assigned for each performance will be able to assist you in outlining your duties and requirements of each position prior to the show.

For each performance, we require:

- **1 Box Office Manager**, who must remain in the lobby during the production and be the liaison with the Papermill Theatre staff.
- **1 Box Office Attendant** who needs to be at the Box Office for 7 p.m. (evening performances) or 1 p.m. (matinees) and who will handle inquiries or requests for subscriptions. The Attendant may leave after intermission.
- **1 Ticket Taker** who will sit at the subscription booth for 30 minutes from 7 p.m. (1 p.m. for matinees), then take tickets at the door. They may then go into the theatre to see the show.
- **2 Ushers** who must remain in the theatre until after the audience has left (after talk-backs if necessary). It's another great way to see the show!

Please remember that all volunteer house staff must be at the theatre 1 hour before curtain time.

**Performances are as follows:**

- Fri, Oct 21st, 2016 at 8:00 pm (Opening Night)
- Sat, Oct 22nd, 2016 at 8:00 pm
- Sun, Oct 23rd, 2016 at 2:00 pm
- Wed, Oct 26th, 2016 at 8:00 pm (talk back after show)
- Thu, Oct 27th, 2016 at 8:00 pm
- Fri, Oct 28th, 2016 at 8:00 pm
- Sat, Oct 29th, 2016 at 8:00 pm
- Sun, Oct 30th, 2016 at 2:00 pm
- Wed, Nov 2nd, 2016 at 8:00 pm (talk back after show)
- Thu, Nov 3rd, 2016 at 8:00 pm
- Fri, Nov 4th, 2016 at 8:00 pm
- Sat, Nov 5th, 2016 at 8:00 pm (closing night)

I encourage you all to try and volunteer for at least one night please. Two would be greatly appreciated.

Please get back to me as soon as possible with your availability and if you are flexible (i.e. if I could have a few dates to choose from), it helps with scheduling. I would like to have all spots filled two weeks before opening if at all possible.

Thank you so much

Best regards,

*Martha Breen*