

## PARENT VOLUNTEER INFORMATION

IEMA families' participation in IEMA and Partner Program activities is vital and considered an integral part of joining Inland Empire Musical Arts. Each family is expected to participate for a minimum of two-hour service.

Please read the following job descriptions and choose what you would most enjoy and fit your schedule. Indicate your choice(s) on the registration form. Parents may opt-out of volunteering or when all the jobs are filled, the volunteer opt-out fee is \$40.

**Ensemble Parent:** assigned to an Ensemble, communicates with ensemble director, program director, and volunteer coordinator. Takes attendance, distributes handouts, makes announcements, answers parent questions, assists as needed at rehearsals. Ensemble parent also stays with Ensemble off stage until they are ready to perform. We work to ensure you will not miss your other students' performances. May coordinate carpools or snacks or make copies.

**Ensemble Rehearsal Accompanist:** parent of a child who is well versed on the piano may sign up to be the ensemble rehearsal accompanist. If there is a sibling who would play well enough to accompany ensemble rehearsal this can be assigned in place of the parent. Concert pianist are booked for all performances.

**Concert Photographer:** takes pictures of groups at IEMA events, passes them on to webmaster for display on website.

**Theatre Production Photography:** takes pictures of groups at Youth Acting Academy events, passes them on to webmaster for display on website.

**Business Sponsorships:** seek out businesses and corporations to sponsor the Program, student scholarships, winter & spring concerts, and spring musical production.

**Grant Writing:** researches grant sources, writes and submits grants.

**Publicity:** promotes IEMA program to social media, local schools, news, music festivals, etc.

**School Liaison:** Takes IEMA brochures/fliers to music teacher at child's school, submits information about IEMA for school newsletter, checks for school music schedule conflicts with IEMA concerts.

**Concert Reception Coordinator:** oversees and coordinates collection of food items to be displayed on decorated tables for light refreshment following various concerts.

**Rehearsal Onsite Safety Volunteer:** This is needed for ensembles that may rehearse after 6 PM. Parent would sit near main entrance to ensure only program families are entering the building, ensure students are picked up after dark, verify that no student is left on the premise 10 minutes after the ensemble is released from rehearsals.

**Please assign me:** you may be asked to volunteer during one of the concerts, musical production, rehearsals, or auditions. You may be involved in one of the following duties:

- **Concert Supervision Crew**--supervises groups backstage and usher them into concert hall or venue after their performance;
- **Stage Crew**--assists with stage set-up before and during music concerts;
- **Usher Crew**--Hands out programs and ushers guests into concert hall;
- **Theatre Backstage Supervision:** assist watching young actors during stage call time, while off stage, and sign out to parents after production.
- **Audition Assistant** – on site at auditions, sign students in, escorts them to and from practice rooms, answers questions from students and parents

**Other skill not listed:** if you feel you have another skill that would be beneficial to IEMA that is not listed, please write a short statement indicating what the skill is.