

MacPhail Center for Music
Get Involved!
Volunteer Opportunities 2011 – 2012

MacPhail Center for Music is a 501 (c)(3) non-profit organization whose mission is to transform lives and enrich the community through music education. MacPhail serves a total of 9,000 students annually through a variety of music education programs and events.

Volunteer opportunities fall into three categories:

- Events
- Events – Early Childhood Music
- Development

Volunteer Opportunity	Category	Contact	Date/Time of Year	Location
Events <ul style="list-style-type: none"> • Usher • Greeter • Ticket taker 	Events	Sarah Howell	September - May	MacPhail Minneapolis
MacPhail Free Family Music Series, various duties	Events – Early Childhood Music	Amanda Underwood	September - May	MacPhail Minneapolis
Music Matters Luncheon prep - inquire about specific tasks/needs	Development	Amanda Schroder	January – April	Various
Music Matters Luncheon <ul style="list-style-type: none"> • Ballroom Table Set Up • Guest Registration Set Up • Guest Registration • Ballroom A Greeters/seating support for late arrivals 	Development	Amanda Schroder	April 18, 2012 9:30 a.m. – 12:30 p.m.	Minneapolis Convention Center

Details and contact information are below.

MacPhail

Event Information

Contact:

Sarah Howell, Events Coordinator

howell.sarah@macphail.org

612.767.5389

The **MacPhail Spotlight Series** showcases the finest musicians in six concerts staged in MacPhail's stunning Antonello Hall. This ticketed performance series features MacPhail faculty with special guests and provides an intimate listening experience for lovers of classical, jazz and opera. A unique feature of the Series is the post-concert reception where guests meet the artists while enjoying light refreshments.

MacPhail Spotlight Series

Sunday, November 13, 2011	7:00 p.m.
Saturday, January 21, 2012	8:00 p.m.
Sunday, February 5, 2012	7:00 p.m.
Sunday, February 26, 2012	7:00 p.m.
Saturday, March 24, 2012	8:00 p.m.
Friday, April 27, 2012	8:00 p.m.

- Duties include stage preparation, handing out programs taking tickets, setting up the reception area and reception food, helping with stage management, opening and closing the doors, clean-up.
- 4 hours per event
- 2 volunteers needed.

Faculty Recitals

Saturday, February 4, 2012	3:00 p.m.
Friday, March 30, 2012	7:30 p.m.

- I would estimate 3 hours – 1 hour prior and a 2 hour performance.
- 1 volunteer needed.
- Duties include handing out programs, opening and closing the doors and helping with stage management.

Concerto and Aria Concert

Sunday, March 11, 2012	3:30 p.m.
<i>*Thursday, March 8, 2012</i>	<i>6-9 p.m. (tentative)</i>

*Rehearsal on Thursday prior:

- Duties include piano moving, assisting the Events Coordinator with music distribution.
- Estimate 3.5 hours.
- 1 volunteer needed.

*Rehearsal on Sunday (day of – 12:30-3:30 p.m.):

- Duties include piano moving, assisting the Events Coordinator.
- Estimate 3 hours.
- 1 volunteer needed.

Concert on Sunday (3:30 p.m. – 6 p.m.):

- Duties include handing out programs, opening and closing the doors, setting up the reception area and reception food, helping with stage management, clean-up. Estimate 3 hours.
- 2 volunteers needed.

Events – Early Childhood Music

Contact:

Amanda Underwood, Early Childhood External Relations Coordinator

underwood.amanda@macphail.org

612.767.5470

MacPhail needs need 3-5 volunteers per event to help with activities surrounding two 30-minute concerts of fun, family-friendly music. Possible tasks will include guiding instrument exploration, assisting children and families with a simple, fun instrument-making art project, setting up and passing out snacks, and interacting with children and families attending the concerts.

MacPhail Free Family Music Series

Saturday, November 5th, 9:45 AM-12:15 PM

Saturday, January 7th, 9:45 AM-12:15 PM

Saturday, May 5th, 9:45 AM-12:15 PM

Development

Contact:

Amanda Schroder, Events and Individual Gifts Manager

schroder.amanda@macphail.org

612.767.5343

The **Music Matters Luncheon** is a *free, one-hour fund raising event* aimed at bringing together supporters, students, student families, arts advocates and other community members in support of MacPhail Center For Music. We invite you to come and experience the excellence of MacPhail, and the power that music education has to change lives and enrich our community.

2012 9th Annual Music Matters Luncheon

Wednesday April 18, 2011

Noon – 1:00 pm

Minneapolis Convention Center

Ballroom Table Set Up

9:30 am – 11:30 am

- Help set up the tables in the ballroom: fill the centerpieces with cards, set out programs and fact cards.
- Set up any additional signage or items as needed.
- 5 volunteers needed.

Guest Registration Set Up

9:30 am – 12:30 am

- Assist development staff in setting up name tags for the event

- Assist guests as they arrive. Please note: many guests arrive after the event starts; please plan to stay till 12:30 pm.
- 2 volunteers needed.

Guest Registration

10:30 am – 12:30 pm

- Assist guests with finding their name tags, direction and answer any general questions. Please note: many guests arrive after the event starts; please plan to stay till 12:30 pm.
- 5-10 volunteers needed.

Ballroom A Greeters/seating support for late arrivals

10:30 am to 12:30 pm

- Prior to the event, four4 volunteers will be inside of the ballroom to greet guests as they walk in. You will be provided with a seating chart to help guests find their tables.
- During the event, 1 volunteer will be outside the ballroom during the event to quietly open the doors and discreetly escort guests to their tables.
- 5 volunteers needed.