

Tempe Center for the Arts Volunteer Procedures and Requirements

Dec. 2, 2008

Required of all TCA Volunteers

- All TCA volunteers must sign-in at Stage Door upon arrival.
- After signing in, check-in at assigned location, with appropriate staff member.
- Record check-in time and if necessary, check-out appropriate equipment or uniform for task.
- Receive briefing from staff on daily activities, TCA updates and assignments.
- Report to assigned area.
- Attend appropriate training sessions including annual all-volunteer training day.
- Be prompt and reliable for assigned volunteer activities and training sessions.
- Check email regularly for weekly updates.
- Wear a nametag while representing the TCA.
- Address city staff, guest speakers, visitors and fellow volunteers with kindness and respect.
- Be familiar with and follow the city of Tempe's policies & procedures.
- Be familiar with TCA architecture, public art, events and performances.
- Be familiar with and follow the Tempe Center for the Arts mission: *A vibrant artistic home that engages young people, families and adults, celebrates the fundamental role of the arts in our community and explores the collaboration of artists and audience. Tempe Center for the Arts values accessibility, diversity, creativity and innovation. We realize our mission through innovative programming that enriches, enlightens, inspires and expands the artistic horizons of our community and an environment that supports the collaboration and exchange of diverse arts groups.*
- Always remember our TCA staff motto: "be nice to people and do a good job."