



Calgary Philharmonic Society
205 – 8th Avenue S.E.
Tel (403) 571-0270
Calgary, Alberta T2G 0K9

Welcome to the Calgary Philharmonic Orchestra

The Calgary Philharmonic Orchestra (Calgary Phil) is a not-for-profit organization that presents over 80 live concerts to more than 100,000 people each season to fit all musical tastes, from classical giants to rock and roll hits and family favourites.

The Calgary Phil serves as an active leader in the community, reaching over 20,000 people yearly throughout Southern Alberta by providing educational performances and outreach opportunities for students, seniors, and other charitable organizations.

“Our mission is to create vibrant live orchestral music experiences that inspire, enrich and entertain. To deepen our connection with Calgary through relevant education and community programs and to create an open, mutually respectful community of staff, musician, stakeholders and volunteers through which we nurture a spirit of pride, tradition and shared values.”

If you are interested in volunteering with the Calgary Philharmonic Orchestra and helping us achieve our mission while gaining a wonderful orchestral experience, we invite you to complete this form.

Calgaryphil Volunteer Profile

Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Home Phone: _____ Cell Phone: _____
*E-mail: _____

*Most information is shared through e-mail

Age Range: Under 18 18-29 30-39 40-49 50-59 60-69 70+

Time Availability: *(Please indicate with a check mark)*

- Weekdays:** Morning Afternoon Evening
Weekends: Morning Afternoon Evening

Any comments or information that you would like to share with us that could affect your volunteer work (timewise)?

Emergency: *In case of emergency, please notify to*

Name: _____

Phone: _____ **Relationship:** _____

Your occupation, knowledge, skills, abilities, and experience

To gain a better understanding of your personal interests and the value you can bring to our organization please provide the following information:

Your occupation: _____ **Your position/role:** _____
Current employer: _____

Your education and training:

Please indicate with a check mark your skills and abilities:

- Comfortable with raffle sales; confidence to sell at least 5 raffle tickets per concerts (even during tough financial times)
- Comfortable interacting and approaching people
- Comfortable working with kids (must have a police check certificate)
- Excellent interpersonal & communication skills
- Ability to establish and maintain trust and confidentiality
- Friendly and outgoing personality, positive attitude, willing to engage with others
- Proactive, reliable and punctual
- Team spirited and cooperative
- Comfortable standing for long periods of time
- Driven, totally committed to success
- Able to lift moderate to heavy materials
- Goal-oriented with ability to work independently and manage changes
- Feel comfortable using technology (computers, office equipment and devices)

Previous volunteer experience:

Organization: _____ Organization: _____

Position: _____ Position: _____

Dates: _____ to _____ Dates: _____ to _____

Other Skills / Interests / Hobbies:

How did you hear about Calgary Phil Volunteer Opportunities?

Why would you like to volunteer for the Calgary Phil?

Volunteer Opportunities at the Calgary Phil

Calgary Phil Office

- Filing/Data entry/Assembling Packages/Mail Outs
- Calling music teachers and providing information about our Education Series Program
- Helping with Computer Projects (excel, word, preparing mail merges and labels, databases, name tags, among others)
- Sending emails, making calls and giving information to our patrons
- Stuffing envelopes

Concerts and outreach activities

- Helping with Will Call
- Promoting our concerts and events
- Selling raffle tickets
- Greeting buses and directing crowds
- Transporting banners and collateral materials to different venues

Special Events

- Greeting guests and helping with registration
- Managing the coat check
- Helping with our silent/live auctions
- selling raffle tickets
- Cashier
- Set up / tear down

Other areas of interest:

References:

Personal: _____	Employment: _____
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Agreement:

I agree to carry out my volunteer duties in a reasonable and safe manner. I will abide by the guidelines of the Calgary Philharmonic Society. I understand the Calgary Philharmonic Society provides volunteer accident insurance; this does not include third party liability or Workers' compensation coverage.

Signature

Date

Please note: Applicants under the age of eighteen are required to have a Parent / Guardian sign this form.

Please return this form to: volunteer@calgaryphil.com

For Office Use Only

Date Received: _____ **Received By:** _____

References Checked:

Interview Conducted on:

Interviewers Comments: _____

Volunteer Start Date: _____ **Entered in Database:** _____