



**Do you love music and helping others? We are looking for a dynamic and proactive person like you to volunteer with us!**

**Location:** CPO office and several concert venues

**Start Date:** September 2015

**Length of Term:** 10 months

**Schedule:** Once per week from 3:00 to 5:00pm (according to Concert Schedule)

**Key responsibilities:**

- Prepare raffle materials and name tags
- Data entry
- Database design
- Creation of reports in excel
- Set up the lobby area before the concert

**Special requirements:**

- Able to lift and move moderate to heavy materials
- Ability to establish and maintain trust and confidentiality
- Excellent computer technology competency (specifically Microsoft Office)

**Benefits:**

- Experience the arts and culture
- Contribute and helping others
- Receive vouchers you can redeem for tickets for several concerts

If you are interested, please contact our Volunteer Coordinator at [vmendoza@calgaryphil.com](mailto:vmendoza@calgaryphil.com)