



Front of House Volunteers *The Odyssey*

A.B.L.E. is seeking volunteers to help run the Front of House for our spring production of *The Odyssey*.

We need 14-24 volunteers to support audiences before, during and after the performance. This team helps welcome audiences, answer questions, and ensures everyone who attends the theater has a great time. In exchange, you'll receive a complimentary ticket for the show, an A.B.L.E. t-shirt, and we can cover the cost of parking at the pier. **Volunteers must be 18 or older.** Read on for details.

When can I volunteer?

All volunteers should attend a Zoom Training: **Tuesday May 7th at 7pm-8pm CST** (this session will be recorded if you cannot attend live).

The performance is **Saturday May 11th**. There are 2 shifts available.

- **12:30 pm to 2:30 pm**
- **3:00 pm to 5:30 pm**

You can sign up for one or both shifts.

Where do I have to go?

**Chicago Shakespeare Theater at Navy Pier
800 East Grand Avenue, Chicago, IL 60611**

A.B.L.E.'s Development Manager, Michelle, and the FOH manager from Chicago Shakespeare, Devin, will be on hand to greet you and direct you to your posts.

What do Front of House Volunteers Do?

The primary role of the FOH Volunteers is to ensure our audiences feel welcome and included. It will be helpful for all volunteers to familiarize yourself with [A.B.L.E.'s mission and key programs](#) in case audience members ask you questions about the organization.

Pre-show volunteers assist with assembling lobby displays and ensuring the space is ready for audiences.

Post-show volunteers will assist with setting up for a post show reception in the main lobby of the Chicago Shakespeare Theater. After the majority of the guests have cleared from the lobby, these volunteers will help with striking and packing up lobby displays, and ensuring the space is clean.

Additionally, each volunteer will assigned to one of the following stations:



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The Odyssey

- **Greeter (2 Volunteers pre-show only):** These volunteers will be stationed in the lobby and the dress circle to greet guests. They will need to stay at this post for at least 15 minutes after the show has started. This role requires some movement.
- **Ushers (6 Volunteers Pre-Show and Post-Show):** Before the show, these volunteers will be stationed in pairs at various doors of the theatre to hand out programs. Seating is general admission, so volunteers can also help people find the best seats for them, including our movement zone. After the show, ushers will be stationed by the theatre doors to thank patrons and direct them to the reception. This role requires some movement.
- **Merchandise table (2 Volunteers, Pre-Show and Post Show):** For a suggested donation, attendees can get ABLE merch. These volunteers will talk with guests and assist a staff or board member in accepting donations. This role can be seated.
- **Access Table (2 Volunteers, Pre-Show and Post Show):** Just inside the theatre, we will have a table offering various sensory support tools for patrons to use during the performance. You can also point guests to the movement section - an area of seating reserved for people who need to move around or be out of their seat during the performance. This role can be done seated.
- **Raffle Tickets (2 volunteers, post-show only):** These volunteers will mingle with the crowd during the reception, offering guests the opportunity to purchase raffle tickets to support A.B.L.E. This role requires movement and cash handling.

What should Front of House Volunteers wear?

We will provide an A.B.L.E. t-shirt. You may want a cardigan or a long sleeve shirt to layer underneath it depending on the unpredictable Chicago weather. Bottoms are up to you, but keep in mind we may need you to move around a bit or help hang up some display items, so you may not want to wear your fanciest trousers. Some roles will require moving and lifting, so comfortable shoes with closed toes and a solid back are also recommended.

Ready to Apply?

Please visit bit.ly/OdysseyFOH to fill out a volunteer application by **Tuesday April 30th at 5pm.**

Do you have additional questions?

Please contact A.B.L.E.'s Development Manager, **Michelle Blose**
michelle@ableensemble.com

773.234.7723 (*text or call is best on the day of the show*)