



Volunteer Opportunities with the Okanagan Symphony Orchestra Office

In Kelowna - Monday to Friday between 10:00 am and 4:00 pm. Contact Laurie Henderson 250 763 7544

	Duties	Skills and time required
Music Library	Stock take, update stock files, make repairs, stamp music, update performance history on Excel, find replacement parts, research sources	Filing with attention to detail, Excel sheet updated, internet research 3 hours per week
Database Management	Careful transfer of information and updating of records in both Excel and Outlook	Excel, Outlook 3 hours per week
Filing	Typing and printing labels, creating new file folders, Filing all historical material by season (Sept to Aug) and by category	Word. Attention to detail 3 hours per week
Archiving	Organising the present historical material (programs, posters, newspaper clippings) into Memory Albums	Creative with layout and storage of historical material 3 hours per week
Reception	Answering the phone, taking messages, general filing, preparing envelopes for mailing	Consistent time every week for 3 or more hours
	<u>Weekends and Evenings</u>	
Street Team for poster distribution	Monthly, to distribute posters to pre-determined locations by suburb	Car and 3 hours per month
Brochure Distribution	Twice a year – September, December	Libraries, hotels and all other public outlets Car and 6 hours twice a year
Stage Crew	Assist backstage preparing prior to concert and breaking down after concert	6 hours once a month

In Vernon – Contact Mary Lobsinger 250 260 4441

In Penticton – Contact Kathleen Jasper 250 493 0335