

Volunteer Information Handbook

WE CAN'T DO IT ALONE

Thank you for helping us support
the performances and programs
that have such a positive impact
in our communities.

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Deana Martin
Singer/Entertainer

STAFF

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Jazz Arts
Project

Presenting World-Class concerts & events as well as
 unique educational opportunities for area youth

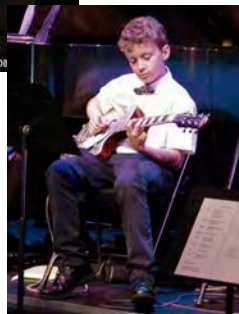
A team leader is to be elected each year to lead the Volunteer Corps. As the leader, this person will be the liaison to the production staff, and will maintain the volunteer list and schedule depending on the needs of each event. Please be sure to keep the VCorps leader's contact info for scheduling and general information.

Team Leader: _____

Phone: _____ Email: _____

The official email for volunteering is:
vcorps@jazzartsproject.org





A CAMP TO BUILD A DREAM ON



SUMMER MUSIC CAMP AT RED BANK MIDDLE SCHOOL

WELCOME TO THE VOLUNTEER CORPS!

I am thrilled and grateful that you have chosen to volunteer with Jazz Arts Project. You are a vital part of achieving our goals of creating a growing jazz community and encouraging and educating a new generation of young musicians through our programs for area youth.

For more than a decade, our volunteers have played a key role in a number of activities including hosting and ushering, setting up venues, helping to coordinate awareness and attendance at our various events, administrative duties and fundraising efforts.

THANK YOU for deciding to share your time, experience and energies with us!

We hope that you will find the duties of your particular activities to be fulfilling and that your volunteer experience with us is rewarding and positive. Many new opportunities come to us on a daily basis and over the next few years the organization is poised to grow into a significant force in the arts community in this region. As you can imagine, there is an ongoing and growing need for volunteers to keep our programs successful and at a high level of artistic quality. We have our work cut out for us and we are looking forward to a bright future and many more exciting events towards enhancing the quality of life in our little corner of the world.

The following information package includes details about our organization and the roles and responsibilities of our volunteers. If you have any questions please feel free to contact the Volunteer Program Coordinator – or our Marketing and Development director Jaclyn Boruch.

Once again welcome aboard! ...and thank you!

Sincerely,

Joe Muccioli for Jazz Arts Project, Inc.

Mission, Philosophy & History

Jazz Arts Project is a non-profit, 501(c) 3, professional presenting organization which produces 25 to 30 events each year from intimate jazz cafe nights through large scale events at concert halls such as the Count Basie Theatre, as well as educational workshops and special programs for youth.

As part of a founding philosophy, the "Project" believes that the jazz arts are a valuable national treasure to be nurtured and preserved. Since its inaugural season in 2006, Jazz Arts Project has endeavored to remain true to these goals:

- ❖ To bring world-class jazz to NJ regional audiences;
- ❖ To preserve the history & foster the development of jazz;
- ❖ To increase public awareness and appreciation of jazz as an American national treasure; and
- ❖ To provide unique educational experiences for students to develop their abilities and their understanding of jazz.

Under the leadership of Artistic Director Joe Muccioli, Jazz Arts Project celebrates more than a decade maintaining a reputation for world-class concerts and events with the highest artistic excellence. From elegant evenings such as the **Summer Jazz Café**



series and the **Enchanted Evening of Song** at

the Two River Theater, to the **Talkin' Jazz** lectures and the ever-popular **Sinatra Tribute Gala** at the historic Count Basie Theatre, the organization



has made a commitment to enhancing the cultural landscape of the community while also creating unique educational programs for area youth.

Talkin' Jazz

What many may not know is that these activities are all part of a broader organizational mission to *educate, mentor and encourage* young students by enabling them to focus their creative energies towards learning to play a musical instrument. By creating world-class annual events, Jazz Arts Project has discovered that, through patronage and generous support from donors and sponsorship partners, it is possible, to fund these many valuable programs for some of the youngest and most vulnerable members of the community. It is perhaps those young people who will become the next great generation of musical artists. It is they who will become the audience of tomorrow. It is certainly they who will shape our future world in ways we cannot yet imagine.



In addition to our Jazz Arts Academy, a program that we established in association with the Count Basie Theatre, Jazz Arts Project offers no-cost opportunities for disadvantaged youth from at-risk and underserved communities to participate in "Head-Start" style music instruction.

Our partnerships and associations with schools in such as Asbury Park and Red Bank will change the lives of



countless children for many years to come. With careful guidance from dedicated instructors, students learn to read, play and understand music in a most profound way.

They gain many cognitive skills in addition to advancing self-confidence, self-control, discipline, respect and a real sense of accomplishment.



History

Jazz Arts Project, founded early in 2006, has always strived to produce first-rate events featuring world-class professional jazz artists in professional and elegant settings. In that first summer, the organization forged a relationship with the newly built Two River Theater to present a series of summer time Jazz Café nights in the intimate Marion Huber Theater. This series has become a popular, mainstay tradition ever since. Soon after, Jazz Arts began to produce larger scale concerts at such venues as the Paramount Theater in Asbury Park and the Count Basie Theatre in Red Bank. Many of these events have become annual presentations including: **Summer Jazz Café, Sinatra Birthday Bash, Enchanted Evening of Song, Talkin' Jazz** lecture series and in a recent partnership with the Town of Red Bank – **Jazz In The Park** the free Thursday evening concert series throughout the summer months.



Early on plans were made for an education initiative for area youth. As school systems cut budgets for arts programs the need became more and more apparent. Beginning in 2007 with a jazz improve workshop the program has grown to what it is today having served upwards of a thousand students from all over the region. In an association with the Count Basie Theatre we subsequently founded the Jazz Arts Academy for High School age student musicians and then formed our unique *Head-Start style* summer camps for young students just entering middle school.

Jazz Arts Project has received continuous funding through the Monmouth County Arts Council as well as many generous donors and sponsors. The organization has been the recipient of several awards and proclamations throughout the years and continues to grow in service to the arts community in the region.

How You Can Help

The “Project” can only deliver programs and continue our mission through the efforts of our active staff members and volunteers. Too often the same small group of people are called on over and over again for help. Many members have identified that they would be willing to volunteer, but we aren’t sure of what they are interested in doing. Please Look over the following list of opportunities and let us know what interests you! Helping out with Jazz Arts Project events is a great way to have fun, and interact with lots of the nice people who are members and volunteers as well as the jazz-loving public, but there are other ways that can be most valuable to our continued success.

- Helping to identify and/or contact potential sponsors, donors and foundations
- HOST/HOSTESS, GREETERS and USHERS
- Merchandise sales at events, including picking up and returning signs, banners and merchandise
- Manning the café during the summer jazz café (food service)
- Artist Hospitality: preparing or picking up meals for guest artists and making sure they are taken care of and treated well before during and after their performances.
- PUBLICITY & MARKETING: writing articles, getting press, passing out flyers etc.
- Stuffing envelopes for fundraising drives and other events
- Participating in the occasional “Sparkplug” meetings, (a forum for sharing ideas and “brainstorming”)
- Assisting the artistic director as needed, with projects such as: Sorting through and organizing music for certain events; creating and web-publishing a jazz calendar; writing bios and information for programs and notices; general research; making phone calls.

- “Muscle” (moving supplies to the performance sites, organizing a storage room, picking up boxes of merchandise or signage or sound and staging equipment and taking back to storage, etc.)
- Working on the Stage Crew from time to time as needed
- Helping new initiatives as identified in our Strategic Plan
- Helping to organize Youth Jazz Competitions, workshops and seminars
- Identify area talented youth and recruiting them into the programs
- Develop educational programs in local schools & community groups
- As you can see there is a lot to do. Of course we don’t expect all of this to be in place immediately. These are goals and objectives for the ongoing success of the organization. Our vision extends far into the future towards a thriving and successful organization. We know that with your help we can achieve our long-term goals.

Help us with social media

Social media is a very important part of our marketing and branding. Please help us by liking and sharing our page and our posts with all of your friends and family on Facebook, Twitter and Instagram.



Facebook.com/JazzArtsProject



Twitter.com/JazzArtsProject



Instagram.com/JazzArtsProject

Some things to keep in mind:

- ☺ You have become a part of the team. Smile!
- ☺ Always remember that you are representing our organization. Your demeanor will surely affect the public's enjoyment of the event.
- ☺ Greet people with a smile and a positive energy. You never know who may become one of our generous supporters based on their experience at the event. Offensive or disrespectful language, inappropriate conduct, and general rudeness are not acceptable and may result in your being asked to leave or termination of your volunteer service
- ☺ You are our ears and eyes. Please feel free to pass on any comments and suggestions (or complaints) that you hear from our patrons. It is best for us to hear these things so that we may judge how we are doing.
- ☺ Watch out for awkward moments or interactions. Always react with respect, responsibility and integrity.
- ☺ We are very cognizant of our responsibilities as per the *Americans with Disabilities Act*. It is essential to keep an eye out for folks who may have some difficulty navigating to their seats or whatever issue may arise. Please take care to make sure all of our patrons are comfortable and safe.
- ☺ If someone asks a question that you do not know how to answer, please find an experienced volunteer, staff member or Board member to answer the question.
- ☺ We welcome you to take pictures during your service and post them on Facebook, Twitter, Instagram, and any other social media. However, while working, please keep texting and calling to a minimum. Personal phone calls should be taken on breaks.



The "Elevator Speech"

An elevator speech is a short, positive description of our organization that can be shared in the time it takes to ride an elevator or a few minute chance encounter with a friend, potential donor or sponsor. It is a good Idea to have one ready just in case...

It could go something like this:

"I volunteer for a wonderful organization, *Jazz Arts Project*. We run year-round educational programs for area youth, many from at-risk and underserved communities. We really give these kids life-changing opportunities.

We fund these programs by producing world-class concerts and events honoring classic American jazz music.

Concerts such as the Sinatra Birthday Bash and the Summer Jazz Café have become very popular events and all the proceeds from ticket sales, sponsorships, Journal ads and donations go towards the music education fund."



Our Funding Sources:

Our funding comes from many sources including the proceeds from tickets sales at our concert events, foundations, ads placed in our program journals, tuition fees, concession sales, and the generosity of many private donors. We call our donors "*Supporting Members*" and they may receive various gifts and perks from time to time such as advance notice of concerts, free tickets and reserved seats or tables at our events. These individual donations range from \$20 all the way to a few generous *angels* who have given \$5000.00 or more.

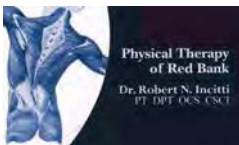
Through the years some of our sponsors have included:



Corporate Cares



THE FINAN GROUP
Morgan Stanley



Tradition, Elegance, Grace

Luxurious & Romantic

