

Jim Brandenburg and Michael Monroe
Conservation Through the Lens
An Evening of Photography and Music

EVENING PROGRAM

Thursday, October 13, 6:30 p.m. – 9 p.m. (doors open at 6pm, there will be an intermission)

POSITION

Brandenburg personal assistant – Evening Program
(1 position available)

version 6.2.16

MANDATORY PRE-POSITION TRAINING:

Tuesday, October 11, 5:30 p.m. – 6:15 p.m.

TIMES REQUIRED FOR THIS POSITION

Thursday, October 13
noon – 10:30 p.m.

SKILLS REQUIRED

- * Must have successfully completed a background check and be registered as an Arboretum volunteer.
- * Ability to stand/walk for up to 3 hours at a time
- * Patience and ability to wait around with little to do for long periods of time
- * Upbeat, take-charge, can-do, hospitality-driven attitude
- * Professionalism and discretion
- * Calm yet welcoming smile.
- * Ability to quickly and carefully transport items (anything from a full glass of water to very expensive computers/camera equipment)
- * Ability to resist the urge to ask for a photo op and/or signature.

BENEFIT

One complimentary seat

(Located at front side of the auditorium.)

DUTIES

GENERAL

- * Always stay in Mr. Brandenburg's general area and sightline without crowding:
 - If he is on stage for run-through, stand inconspicuously against the front side wall.
 - If he is in the technical area at the back of the auditorium, stand quietly at the side-back
 - If he is in his Green Room (one of the classrooms at the top of the Visitor Center stairs), grab a chair and wait a few feet outside the room in the hall.
- * Attend to any reasonable requests for Mr. Brandenburg: water from the café, directions to somewhere, run out to his car to grab something he forgot, assist with holding/organizing/re-arranging anything.
- * Unreasonable requests do not need to be accommodated. See an Arboretum staff member for questions or problems such as requests for food/snacks, errands that require leaving the grounds, cords/cables/other items with expense, anything else that makes you uncomfortable.
- * Do not make small talk unless he begins a conversation. Discretion and professionalism.

Noon

- * Get the Green Room (either Azalea or Teaching classroom at the top of the stairs) access code from Arboretum staff. Make a copy for yourself and one for him.
- * Meet and be introduced by Arboretum staff to Mr. Brandenburg.
- * Please ensure that the room chairs/setup in the auditorium are not altered.
- * TAKE NOTE during the run-through of how long Michael Monroe will be playing, and when Brandenburg want to be in the auditorium/onstage!
- * Show Brandenburg the backstage door through which he should be entering and exiting.

Afternoon

- * As time allows and is needed, guide Mr. Brandenburg to his Green Room (classroom at the top of the stairs) to relax and prepare. If he does not wish to be disturbed on his way there and back, kindly escort him through any people who may want to stop him or take photographs. If he is OK with the attention, allow him to take his time with people. Pay close attention to discern when he wants to be done visiting, and nicely yet firmly tell people that he has somewhere to be and must be on his way.

Sometime 7 p.m. - 7:45 p.m. (approximately)

The performance begins with about 45 minutes of Michael Monroe playing. It is unclear whether Brandenburg want to be on stage at all, or watching, or what during this time. This will likely not be decided until the artists do a run-through the morning of the performance.

- * TAKE NOTE during the run-through of when Brandenburg want to be in the auditorium/onstage!
- * Watch the time for him. He will likely be concentrating on other things, and will want to be regularly updated on his timing.

IF HE WILL NOT BE IN THE AUDITORIUM DURING MM's PERFORMANCE:

- * At the "15-minutes before he wants to be there" mark, gently knock on his door (or nudge him wherever he is) and tell him 15 minutes until his entrance, and that you will be going in 10 minutes to wait at the backstage entrance. Ask him if there is anything last minute he would

like (water, restroom break, etc).

- * Grab a clean glass of water WITH A LID to have with you, in case it is needed during the performance.

- * At 5 minutes before his entrance, efficiently and quietly guide him BACKSTAGE to the backstage door for his entrance.

- * Allow him to enter the door alone, so it is just him that enters the auditorium with applause. Keep the door ajar slightly and watch him until he has reached the stage, then quietly sneak in and take your seat the front side chair.

IF HE WILL BE IN THE AUDITORIUM DURING MM'S PERFORMANCE:

- * Grab a clean glass of water WITH A LID to have with you, in case it is needed during his performance.

- * If he wants to be in the auditorium yet not on stage, grab an extra chair for him from backstage and place it next to yours at the side-front.

- * During the performance watch Brandenburg to see if he seems to need anything:

 - Technical help? Quickly check with the tech at the back of the room.

 - Thirsty? Grab the refill of water and discretely slip it onto stage for him.

 - Needs a chair? Grab one from backstage.

 - Light problems? Check with the volunteer ushers.

 - Something else? Check with Arboretum staff

9 p.m. (end of performance)

GOAL: Get him comfortable and to the signing table as quickly and efficiently as possible.

- * Meet Brandenburg backstage

- * Check with him to see if he'd like to go to his Green Room, restroom, or if there's anything you can get him from there.

9:05 p.m. (signing begins)

- * Once he is ready to begin signing, guide him through the people (kindly yet firmly discourage stopping for photos or signatures on the way) to the signing table.

- * Make sure he has everything he needs there (items should have been provided by APS Registrar volunteers) such as pens, water, enough space between him and the backdrop (if applicable), etc.

- * Stand or sit off to the side and out of the way. You should not impede lines, photographs, nor the gift shop entrance, yet find a place where he can still see you and easily request assistance if he needs something. (An APS Registrar will ensure that the line moves efficiently and steps away quickly when done)

9:55 p.m. (Wrap up)

- * When signing is done, help him collect and organize his things.

- * Make sure everything is out of the Green Room, and that he has his coat, computer, cables, etc etc.

- * Offer to help him to his car if he has many items

* Offer a handshake, a Thank You, and an “It was a Pleasure...” if you desire.