

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**

Monroe Personal Assistant – Evening Program

(1 position available)

*version 5.27.16*

**MANDATORY PRE-POSITION TRAINING:**

Tuesday, October 11, 5:30 p.m. – 6:15 p.m., Visitor Center Great Hall

**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.
- \* High level of comfort using random point-and-shoot cameras, iPhones and smartphones to take quick photos.
- \* BRING A FLASHLIGHT! Keep in the Green Room and use it to guide them back to the Learning Center Parking area, if desired.
- \* PREFERRED: an affinity for dogs (no allergies), and the ability to walk them or clean up after them if requested.

**BENEFIT**

**One complimentary seat**

(Located at front side of the auditorium.)

## **DUTIES**

### **GENERAL**

- \* Always stay in Mr. Monroe'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. Monroe: water from the café, directions to somewhere, run out to his RV to grab something he forgot, check on his dogs, 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.

### **NOTE: Doors open at 6pm, performance begins at 6:30pm**

#### **Noon**

- \* Get the room access code for the Green Room (either the Azalea or Teaching classroom at the top of the stairs) from Arboretum staff. Make a copy for yourself and one for him.
- \* Meet and be introduced by Arboretum staff to Mr. Monroe.
- \* 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 in the beginning. Share that information with Brandenburg's APS Assistant, so they can prepare.
- \* Show Monroe the backstage door through which he should be entering and exiting.

#### **Afternoon**

- \* As time allows and is needed, guide Mr. Monroe 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.
- \* At some point that is not intrusive, ask what time he would like to be on stage. Doors open at 6pm, performance begins at 6:30. TAKE NOTE of what time he'd like to be on stage and help to make sure he arrives on time.

#### **6 p.m.**

Doors of auditorium open and audience/usher volunteers begin seating.

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

#### **6 p.m. – 6:25 p.m.**

- \* Whatever time Monroe said he'd like to be on stage, help him to get there on time. Watch the time for him. He will likely be concentrating on other things, and will want to be updated on his timing (15-minute courtesy warning)

\* 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.

\* During the performance, watch Monroe 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

## **INTERMISSION (approx. 7:30 – 8)**

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

\* Meet Monroe backstage

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

\* Check if he needs a restroom break or anything else before signing/selling begins.

\* Once he is ready to begin signing, guide him, using backstage as much as possible, 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 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 doors in and out of the Great Hall, yet find a place where he can still see you and easily request assistance if he needs something.

\* Assist in maintaining order for Monroe's line:

\* Hold the front of the line and wait until Monroe is ready for the next sales/signing before releasing the next person/group of people. Keep people in line happy and entertained.

\* Offer to help take photos for people. Quickly snap a photo and hand camera/phone back to owner.

\* After the signing/photo op, quickly and efficiently guide each person/group of people away from the signing area.

## **9:05 p.m. (signing begins)**

\* Repeat the steps for intermission, above!

\* Assist in maintaining order for Monroe's line:

\* Hold the front of the line and wait until Monroe is ready for the next sales/signing before releasing the next person/group of people. Keep people in line happy and entertained.

\* Offer to help take photos for people. Quickly snap a photo and hand camera/phone back to owner.

\* After the signing/photo op, quickly and efficiently guide each person/group of people away from the signing area.

### **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, instruments, equipment, extra sales items, etc etc.
- \* Suggest that it might be easiest if they drove the RV over to the MacMillan loading dock or Visitor Center turn-around.
- \* It will be DARK over by Learning Center Parking. Offer to use your flashlight to walk with them to the area where their RV will be parked. *Note that it is against University Policy for volunteers to offer a ride in their personal vehicle.*
- \* Offer to help him carefully load his items
- \* Offer a handshake, a Thank You, and an “It was a Pleasure...” if you desire.