



NBT VOLUNTEER POSITION DESCRIPTIONS

OFFICE ASSISTANCE

Various departments may need office help from time to time. Duties would involve typing, filing, preparing mailings, prepare presentations, internet research, etc. Some projects require computer literacy and it would be helpful if you were familiar with the Microsoft Word & Excel as well as the internet. Office hours are Monday – Friday, 9 am – 5 pm.

TELEPHONE SOLICITATION

During our Subscription Campaign, volunteers assist with our telemarketing campaign by making phone calls to former or current subscribers to assist them in renewing subscriptions. A friendly phone manner and sales experience is most welcome.

NBT INFORMATION BOOTH

NBT is sometimes asked to have a presence at various events. The booth/table would have marketing materials relating to our subscriptions and/or upcoming performances and information on what the Academy offers. You would receive training prior to these events so you would be able to handle questions if NBT staff is not present.