

**UPCOMING WEEKS  
VOLUNTEER NEEDS AND  
RUNNING TIMES**



**Frozen**

KeyBank State Theatre || 150 min w/ I

**DUE TO OUR NO-SHOW AND CANCELLATION RATE – ALL PERFORMANCES ARE TAKING EXTRAS. THE FOLLOWING LIST INDICATES URGENT NEEDS.**

- [SA 8/27 6:00 pm](#) – URGENT NEEDED
- [FR 9/2 6:00 pm](#) – URGENT NEEDED
- [SA 9/3 6:00 pm](#) – URGENT NEEDED
- [SU 9/4 11:30 am](#) – URGENT NEEDED
- [FR 9/9 6:00 pm](#) – URGENT NEEDED
- [SA 9/10 6:00 pm](#) – URGENT NEEDED
- [SU 9/11 11:30 am](#) – URGENT NEEDED



**Frankie Valli**

Connor Palace Theatre || 180 min

- FR 9/9 – 6:30 pm  
**FULL** – check back date 9/7

**Contacting the Volunteer Department**



The preferred method for contacting the Volunteer Department is to email [redcoats@playhousesquare.org](mailto:redcoats@playhousesquare.org). Emails are answered daily and you will receive a reply.

Phone calls to the hotline go directly to voicemail. The voicemail is not picked up daily and you will typically not receive a reply.



It has come to our attention that those with @yahoo.com email addresses are not always receiving emails from the Volunteer Department. Below are the steps to ensure you receive our communications.

- On your computer in the upper right-hand corner under your name click the contacts icon.
- At the bottom of the contacts list it says "+ Add a new contact" Click that button
- Name it Playhouse Square (or you can name it whatever you want)
- Scroll down to where it says "Email" and enter this email address in the box [updates@go.playhousesquare.org](mailto:updates@go.playhousesquare.org)
- Click save at the bottom and it is now in your safe senders list
- Repeat the above steps for the [redcoats@playhousesquare.org](mailto:redcoats@playhousesquare.org) email address.



Please consider renewing (GET) Guest Evacuation Training. Last year in August, 1000 people renewed in 16 days! We would like your help in spreading out the renewal dates for the upcoming years, so that everyone is not due to renew at the same time. If you are willing to renew, we have space available in the following GET sessions:

**Guest Evacuation Training (GET)**

- [SA 9/10 9:45 am](#)
- [MO 9/19 5:45 pm](#)
- [SA 9/24 9:45 am](#)

**BADGE CLIPS**

The Volunteer Department will no longer be distributing photo ID badge clips.

Reduce the bulk in your blazer pockets!! Simply unsnap the badge clip from the photo ID sleeve.

Please do continue to keep your photo ID and emergency contact card in your pocket.



## NOW CASTING!

### RJF PRESIDENTS' CLUB CONCIERGE



We are looking for the new member of the RJF Presidents' Club team as a part-time concierge. The individual will work evenings and weekends serving as the first friendly face members and guests see as they enter the Club. Responsibilities include checking in members, booking dinner reservations, and maintaining a clean, comfortable atmosphere for all guests.

The right candidate will possess excellent customer service skills, flexibility, attention to detail, dependability, and a passion for Playhouse Square. If you are interested in applying, or know someone who would be a great fit for the team, please send a cover letter and resume to: [PSHR@playhousesquare.org](mailto:PSHR@playhousesquare.org).

#### [RJF Presidents' Club Concierge Job Description](#)

## FRONT OF HOUSE SPOTLIGHT

### NOW CASTING: HOUSE MANAGER

We are searching for individuals to join our Front of House team who are passionate about Playhouse Square and providing an outstanding guest experience. Position requires strong leadership and time management skills along with a high degree of flexibility. Dependability is essential as we are a time sensitive business with the primary goal of the house opening and the shows going up as scheduled each and every time.

To learn more about this position, follow the link to the job description: [House Manager](#)

To apply, email your resume along with a cover letter to [hr@playhousesquare.org](mailto:hr@playhousesquare.org)

*\* If not CPR / AED certified, training will be provided upon employment*

## STARS PROGRAM

The Playhouse Square STARS Program is a wonderful opportunity for teens and young adults to volunteer in the performing arts. STARS participants are easily recognizable wearing their burgundy vests and big smiles. They often begin volunteering their freshman year in high school and can continue through the end of their senior year in college.

Do you ever wonder where the former STARS are after their time with Playhouse Square?

Meet Kelly! Kelly participated in the STARS program during her high school years. She graduated as valedictorian from Baldwin Wallace with a BAs in Arts Management and Entrepreneurship and Theatre. She joined Playhouse Square as a Communications Coordinator last week and describes starting her career at Playhouse Square "a full-circle moment". Welcome Kelly!



## UPCOMING WEEKS VOLUNTEER NEEDS AND RUNNING TIMES



### Shining Star CLE

Mimi Ohio Theatre || 180 min

- SU 9/11 – 5:30 pm

**FULL** – check back date 9/9

The 6th annual Shining Star CLE promises to be a night of incredible solo-singing by talented high school students from all over Northeast Ohio who will be competing for college scholarships.

Watch in amazement, as the Top 10 finalists and 2 alternates perform at this year's competition. A panel of celebrity judges will select the top 4 finalists; then the judges and the audience will vote for the scholarship winners. Music and memory share a special connection, and this event provides meaningful funding to support the memory programs and services at Menorah Park campuses in Beachwood and Chagrin Falls!



### Il Volo

Connor Palace Theatre || 180 min

- MO 9/12 6:00 pm – **FULL** check back 9/10



### Trixie and Katya Live

Connor Palace Theatre || 130 min

- TU 9/13 6:30 pm – **FULL** check back 9/7