



2023 Carmel Bach Festival Volunteer Handbook

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Welcome!

Dear Carmel Bach Festival Volunteer,

Welcome to the Carmel Bach Festival! We hope that you are looking forward to this year's Festival as much as the staff and musicians are.

The Festival depends on a skilled group of volunteers, people just like you who want to share their time, talents and love of music. Your contribution is vital to the ongoing success of the Carmel Bach Festival's mission to celebrate the works, inspiration, and ongoing influence of J.S. Bach. There are many volunteer opportunities available and we hope you will enjoy your time as a volunteer and member of the Carmel Bach Festival family.

The purpose of this handbook is to provide you with enough information to become a successful volunteer with the Carmel Bach Festival. In this handbook you will find a summary of the season program, history of the Carmel Bach Festival, a description of volunteer opportunities and benefits, and much more. Use this information as a guide as you become not only a volunteer but also a lifelong ambassador for the Carmel Bach Festival.

Thank you for sharing your time and talents with us. We look forward to working with you this year!

Cordially,



Sandie Borthwick
Volunteer Committee Chair

Highlights of the 86th Season

The Carmel Bach Festival presents its 86th performance season, July 15 to July 29, 2023 in venues throughout Carmel, Monterey, and Pebble Beach, California. Pre-season events take place from July 7 to July 14, 2023. This year's schedule features more than 40 events including main concerts, recitals, masterclasses and a free "Music and Ideas" series.



At-A-Glance

PRE-FESTIVAL EVENTS

| | | |
|---------------------------|----------------|---|
| FRIDAY, JULY 7 | 7:30 PM | CHAMBER CONCERT (WS) FreshTraditions: Hope to Hope – Ginger Kroft |
| SATURDAY, JULY 8 | 10:00-12:30 PM | OPEN REHEARSAL (ST)* |
| MONDAY, JULY 10 | 1:00 PM | OPEN MASTERCLASS (CP)* Virginia Best Adams Masterclass Open Session |
| TUESDAY, JULY 11 | 1:00 PM | OPEN MASTERCLASS (CP)* Baroque & Classical Academy Open Session |
| | 7:00-9:30 PM | OPEN REHEARSAL (ST)* |
| WEDNESDAY, JULY 12 | 5:00 PM | CHAMBER CONCERT (CF) Duos in the Forest – Peter Hanson and Andrew Arthur |
| THURSDAY, JULY 13 | 1:00 PM | OPEN MASTERCLASS (CP)* Virginia Best Adams Masterclass Open Session |
| FRIDAY, JULY 14 | 1:00 PM | OPEN MASTERCLASS (CP)* Baroque & Classical Academy Open Session |
| | 7:30 PM | CHAMBER CONCERT (WS) Brahms Horn Trio – Gabrielle Wunsch |
| | | ANNUAL GALA – The Monterey Plaza Hotel |

CONCERTS

SATURDAY, JULY 15

Bach Boutique and Art Raffle Open*

| | |
|---------|--|
| 6:00 PM | PRE-CONCERT TALK (STU)* – Karen Hiles |
| 6:45 PM | TOWER BRASS (STU)* |
| 7:30 PM | MAIN CONCERT (ST) The Creation – conductor, Grete Pedersen |

SUNDAY, JULY 16

| | |
|---------|---|
| 3:00 PM | PRE-CONCERT TALK (STU)* – Jos Milton |
| 4:00 PM | MAIN CONCERT (ST) Father and Son – conductor, Andrew Megill |
| 8:00 PM | CANDLELIGHT CONCERT (AS) Hymn Fugue and Fancy: Music in Four Parts by Bach, Haydn, and Shaw |

MONDAY, JULY 17

| | |
|----------|--|
| 11:00 AM | CHAMBER CONCERT (CM) All Bach Organ Recital – Andrew Arthur |
| 1:00 PM | OPEN MASTERCLASS (CP)* Virginia Best Adams Masterclass Open Session |
| 1:30 PM | FOYER CONCERT (STF) Bach and Friends Fortepiano Recital – Dongsok Shin |
| 3:00 PM | CHAMBER CONCERT (AS) FreshTraditions: Hope to Hope – Ginger Kroft |
| 6:00 PM | PRE-CONCERT TALK (STU)* – Karen Hiles |
| 6:45 PM | TOWER BRASS (STU)* |
| 7:30 PM | MAIN CONCERT (ST) Concertos and Coffee – Peter Hanson |

TUESDAY, JULY 18

| | |
|---------|---|
| 1:00 PM | OPEN MASTERCLASS (CP)* Baroque & Classical Academy Open Session |
| 1:30 PM | FOYER CONCERT (STF) First to Print – Daniel Swenberg |
| 3:00 PM | CHAMBER CONCERT (AS) Allen Whear Memorial Recital – Cynthia Roberts, String Quartet |
| 6:00 PM | PRE-CONCERT TALK (STU)* – Andrew Oster |
| 6:45 PM | CHORUS PRELUDE (STU)* |
| 7:30 PM | MAIN CONCERT (ST) Bach Dialogues – conductor, Grete Pedersen |

WEDNESDAY, JULY 19

| | |
|---------|--|
| 1:30 PM | FOYER CONCERT (STF) String Duos: Cello and Company – Timothy Roberts |
| 3:00 PM | CHAMBER CONCERT (AS) Bach Cantatas – Andrew Arthur |
| 5:00 PM | CHAMBER CONCERT (CF) Quintets in the Forest – Peter Hanson |
| 7:50 PM | TOWER MUSIC (CM)* |
| 8:30 PM | MAIN CONCERT (CM) In the Beginning: American Hymns, Psalms, and Spiritual Songs – conductor, Andrew Megill |

THURSDAY, JULY 20

| | |
|---------|--|
| 1:00 PM | OPEN MASTERCLASS (CP)* Virginia Best Adams Masterclass Open Session |
| 1:30 PM | FOYER CONCERT (STF) Pleasures of Pan – Dawn Loree Walker and Dan Levitan |
| 3:00 PM | CHAMBER CONCERT (AS) Hindemith in Love – Sarah Darling |
| 5:00 PM | CHAMBER CONCERT (SC) Twilight in the Cathedral – Andrew Arthur |
| 7:30 PM | MAIN CONCERT (ST) The Human Voice – Fire and Grace, San Francisco Girls Chorus Premiere Ensemble |

FRIDAY, JULY 21

| | |
|---------|---|
| 1:00 PM | OPEN MASTERCLASS (CP)* Baroque & Classical Academy Open Session |
| 1:30 PM | FOYER CONCERT (STF) All in the Family – Stephen Schultz |
| 3:00 PM | CHAMBER CONCERT (AS) Into the Light: Songs of Beginnings – Meg Bragle |
| 6:00 PM | PRE-CONCERT TALK (STU)* – Andrew Oster |
| 6:45 PM | TOWER BRASS (STU)* |
| 7:30 PM | MAIN CONCERT (ST) Mozart, Rehnqvist, Mahler: Breaking the Ice – conductor, Grete Pedersen |

SATURDAY, JULY 22

| | |
|----------|--|
| 11:00 AM | CHAMBER CONCERT (ST) Family Concert – The Epic Adventures of Leonard & Rasmus: The Hidden Forest |
|----------|--|

- 3:00 PM **CHAMBER CONCERT** (ST)
Harmoniemusik: Gran Partita – Ginger Kroft
- 6:00 PM **PRE-CONCERT TALK** (STU)* – Karen Hiles
- 6:45 PM **TOWER BRASS** (STU)*
- 7:30 PM **MAIN CONCERT** (ST)
The Creation – conductor, Grete Pedersen

SUNDAY, JULY 23

- 12:00 PM **CHAMBER CONCERT** (ST)
Young Artists' Showcase
- 3:00 PM **PRE-CONCERT TALK** (STU)* – Jos Milton
- 4:00 PM **MAIN CONCERT** (ST)
Father and Son – conductor, Andrew Megill
- 8:00 PM **CANDLELIGHT CONCERT** (AS)
Hymn Fugue and Fancy: Music in Four Parts by Bach, Haydn, and Shaw

MONDAY, JULY 24

- 11:00 AM **CHAMBER CONCERT** (CM)
All Bach Organ Recital – Andrew Arthur
- 1:00 PM **OPEN MASTERCLASS*** (CP)
Virginia Best Adams Masterclass Open Session
- 1:30 PM **FOYER CONCERT** (STF)
Bach and Friends Fortepiano Recital – Dongsok Shin
- 3:00 PM **CHAMBER CONCERT** (AS)
Brahms Horn Trio – Gabrielle Wunsch
- 6:00 PM **PRE-CONCERT TALK** (STU)* – Karen Hiles
- 6:45 PM **TOWER BRASS** (STU)*
- 7:30 PM **MAIN CONCERT** (ST)
Concertos and Coffee – Peter Hanson

TUESDAY, JULY 25

- 1:00 PM **OPEN MASTERCLASS*** (CP)
Baroque & Classical Academy Open Session
- 1:30 PM **FOYER CONCERT** (STF)
First to Print – Daniel Swenberg
- 3:00 PM **CHAMBER CONCERT** (AS)
Allen Whear Memorial Recital – Cynthia Roberts, String Quartet
- 6:00 PM **PRE-CONCERT TALK** (STU)* – Andrew Oster
- 6:45 PM **CHORUS PRELUDE** (STU)*
- 7:30 PM **MAIN CONCERT** (ST)
Bach Dialogues – conductor, Grete Pedersen

WEDNESDAY, JULY 26

- 1:30 PM **FOYER CONCERT** (STF)
String Duos: Cello and Company – Timothy Roberts
- 3:00 PM **CHAMBER CONCERT** (AS)
Bach Cantatas – Andrew Arthur
- 5:00 PM **CHAMBER CONCERT** (CF)
Quintets in the Forest – Peter Hanson
- 7:50 PM **TOWER MUSIC** (CM)*

- 8:30 PM **MAIN CONCERT** (CM)
In the Beginning: American Hymns, Psalms, and Spiritual Songs – conductor, Andrew Megill

THURSDAY, JULY 27

- 1:30 PM **FOYER CONCERT** (STF)
Pleasures of Pan – Dawn Loree Walker and Dan Levitan
- 3:00 PM **CHAMBER CONCERT** (AS)
Hindemith in Love – Sarah Darling
- 5:00 PM **CHAMBER CONCERT** (CW)*
Youth Chorale Showcase
- 5:00 PM **CHAMBER CONCERT** (SC)
Twilight in the Cathedral – Andrew Arthur
- 7:30 PM **MAIN CONCERT** (ST)
The Human Voice – Fire and Grace, San Francisco Girls Chorus Premiere Ensemble

FRIDAY, JULY 28

- 1:00 PM **CHAMBER CONCERT** (CP)
Baroque & Classical Academy Showcase
- 1:30 PM **FOYER CONCERT** (STF)
All in the Family – Stephen Schultz
- 3:00 PM **CHAMBER CONCERT** (AS)
Into the Light: Songs of Beginnings – Meg Bragle
- 6:00 PM **PRE-CONCERT TALK** (STU)* – Andrew Oster
- 6:45 PM **TOWER BRASS** (STU)*
- 7:30 PM **MAIN CONCERT** (ST)
Mozart, Rehnqvist, Mahler: Breaking the Ice – conductor, Grete Pedersen

SATURDAY, JULY 29

- 12:00 PM **CHAMBER CONCERT** (CP)
Virginia Best Adams Masterclass Showcase
- 3:00 PM **CHAMBER CONCERT** (ST)
Harmoniemusik: Gran Partita – Ginger Kroft
- 7:30 PM **MAIN CONCERT** (ST)
Best of the Fest – season favorites conducted by Grete Pedersen

VENUE CODES:

- AS** = All Saints Episcopal Church
CF = Church in the Forest
CM = Carmel Mission
CP = Carmel Presbyterian Church
CW = Church of the Wayfarer
SC = San Carlos Cathedral
STF = Sunset Center Foyer
ST = Sunset Center Theater
STU = Sunset Center Upper Terrace
WS = Wave Street Studios
**Free Event*

Visit BachFestival.org/tickets for up-to-date concert information and ticket buying. All programming is subject to change.

Meet the Board of Directors

Cyril Yansouni, *President*
John Young, *1st Vice President*
Cristofer Cabanillas, *2nd Vice President*
Patricia Eastman, *Treasurer*
Leslie Mulford, *Secretary*
Robert Axley
Susan Bjerre
Sandie Borthwick
Anne Cardone
Alan Carlson
Lena Clark
Daniel Cooperman
Carnie Eugster
Robert Flanagan
Ben J. Heinrich
Jacqueline Henning
Constance Hess
Christine Kemp
Susan Lansbury
Eduardo Ochoa
Melanie Silva
Tim Smucker.

See a list of Carmel Bach Festival Board members on the web site at
<https://bachfestival.org/board-of-directors/>

Meet the Volunteer Committee

The Carmel Bach Festival Volunteer Committee is responsible for working with Carmel Bach Festival staff to identify volunteer needs for the Festival. The Committee actively recruits volunteers to ensure there is a strong match for each task and assists with training volunteers, evaluating their effectiveness and reassigning volunteers as needed. The Committee also coordinates volunteer recognition events and activities and generates the volunteer newsletter. Most importantly, the Volunteer Committee identifies methods for bringing all volunteers into the communications loop so that they serve as strong advocates for the Festival.

Sandie Borthwick, *Chair*
Barbara Johnson, *Staff Volunteer Coordinator*
Susan Bjerre
Susan Mehra
Melanie Silva
Gloria Souza
Suzanne Woodard Dorrance
Susie Woodford

What are the Benefits of Volunteering?

(Benefits earned in the current year will be awarded in the following year)

1-9 VOLUNTEER HOURS

- An invitation to the annual Volunteer Appreciation event
- Recognition in the program book
- 10% discount at the Bach Boutique during the Festival
(Volunteer nametag required to receive discount)

10-24 VOLUNTEER HOURS

- **All of the above benefits**
- Two vouchers for the Adams Master Class Showcase and Baroque and Classical Academy Showcase
(*subject to availability*)

25-59 VOLUNTEER HOURS

- **All of the above benefits**
- Special recognition in the 2024 program book
- Two vouchers for a Chamber Concert of your choice (*subject to availability*)

60 -120 VOLUNTEER HOURS

- **All of the above benefits**
- The opportunity to receive your EARLY BIRD ticket brochure

121+ VOLUNTEER HOURS

- **All of the above benefits**
- 2 vouchers to two Main Concerts (*subject to availability*)

Volunteer Expectations and Responsibilities

Carmel Bach Festival Volunteer:

- Sign-up for your volunteer shift online through Sign Up Genius found on the Carmel Bach Festival website volunteer page.
- **Submit a liability and media release form by July 1st to the Volunteer Coordinator. If a form is not received by then, you will be removed from your assigned shift(s).**
- Be punctual for your volunteer duty or shift.
- **Should you need to cancel a shift, please contact the Volunteer Coordinator 48 hours prior to the start of your shift. If you are unable to give a 48-hour notice of cancellation, you are responsible for finding a replacement for your shift. Once a replacement is found, please notify the Volunteer Coordinator of the change.**
- Provide exemplary service at all times, no matter what volunteer role you take, recognizing that as a volunteer, you are an extension and a reflection of the Carmel Bach Festival.
- Be reliable and responsible in both service and communications
- Be respectful of Carmel Bach Festival staff, musicians, patrons, and your fellow volunteers.
- Communicate to the Volunteer Coordinator any issues or concerns that could affect your volunteer service or experience.
- Please do not wear any cologne, perfume, aftershave, or strong scents.
- Complete your duties as assigned and directed by Volunteer Coordinator and/or supervisor on duty.
- Be willing to learn and able to participate in orientation, training programs, and meetings as needed (you will be contacted if required).
- Understand the roles of the paid staff, maintain a smooth working relationship with them, and stay within the bounds of the volunteer role.
- Keep sensitive organizational information confidential.
- Comply with the policies and procedures of the organization.

Carmel Bach Festival Staff:

The Carmel Bach Festival staff seeks to create a welcoming and inclusive atmosphere for all volunteers. We will support you by communicating clearly the expectations and responsibilities of the many different roles of Festival volunteers. Our goal is to match the needs of the organization with the skills, abilities, knowledge, experience, and time availability of individual volunteers. We want you to know how valued and appreciated you are to this organization.

Dates and Deadlines

- May 6, 2023:** **Home and Garden Tour: Cottages, Gardens, and Cantatas (11am-3pm)**
All volunteers who choose to work at this event must sign up and turn in a liability and media release form to the Carmel Bach Festival administrative offices by **May 1, 2023**.
- May 15, 2023:** **Festival Volunteer Sign Up Genius Portal Opens**
- July 1, 2023:** **Submit Liability and Media Release form to the CBF office**
If the Carmel Bach Festival office does not receive your form by this date, you will be removed from all committed shifts.
- July 8, 2023:** **Volunteer Open Rehearsal and Volunteer Appreciation Breakfast at Sunset Center (time TBD)**

Volunteer Opportunities

Art Raffle

Carmel Bach Festival's Art Raffle consists of over 100 art pieces hung in the Marjorie Evans Gallery at the Sunset Cultural Center. Throughout the two-week Festival, volunteers sell tickets and assist patrons in selecting artwork on which they wish to bid. **You do not need to be an artist to volunteer for this event.** All proceeds benefit the Carmel Bach Festival artistic efforts. A mandatory training session will be held on July 13, 2023.

Candle Bearer

The Carmel Bach Festival is seeking 16-20 volunteers to serve as Candle Bearers at the two Wednesday nights Carmel Mission concerts. This opportunity is immersive because you participate in the concert by wearing ceremonial red robes and hold a lighted candle as you lead the musicians in to start and out to conclude the concert.

Additionally, you will participate in the Tower Brass performance standing near the music group instrumental in guiding patrons as they enter and leave the Basilica. This traditional event is a highlight of the Carmel Bach Festival. When deciding on this job, make sure **you can attend the mandatory rehearsal held on the first Monday of the Festival, July 17th in the evening.** If you are unable to attend this training there are no makeups, thus, you will be removed from the roster. In addition, **seating is provided for all volunteers outside the mission during the performance.** Volunteers will not have seating during the performance inside the mission. Please remember to bring warm clothing if needed.

Flyer Distribution

Help us spread information about the Carmel Bach Festival by delivering bundles of brochures, flyers and rack cards to local businesses. Marketing pieces are available at the Carmel Bach Festival offices and are distributed from March through July.

Home and Garden Tour: Cottages and Cantatas

Cottages, Gardens & Cantatas, the Bach Festival's home and garden tour, returns this spring on Saturday, May 6, from 11:00am-3:00pm. MANY volunteers are needed for this one-day event. You may volunteer to help by signing up for one or both shifts and will be assigned to one home for the full time of a single shift (~2 ¾ hours). During the last few weeks of April you will be notified by the home tour chair of the location of your home.

Criteria for volunteering include: smiling, giving directions and being watchful so that patrons don't bump into things, trip or pick up home owner belongings. Wear dark pants and a white top. An apron will be provided that will identify you as a Bach volunteer. Wear comfortable shoes since you will be standing for most of your shift.

If you sign up by April 17 to volunteer and wish to tour the other homes, **you can purchase a ticket at a 25% discount--\$30 instead of \$40.** All discounted tickets must be purchased by April 17. It's a fun event! You get to talk to lots of folks who love being on the tour—making it exceedingly enjoyable for all. In some homes young musicians treat us to great classical music. Do sign up. You can help us make this fundraiser a great success.

Musician Hospitality

Every summer, the Carmel Bach Festival hosts approximately 150 musicians. We provide meals and coffee for them during their breaks. **You are NOT required to supply and/or cook food.** Job duties include preparing and serving food, cleaning-up after each service, and providing good hospitality during your designated shift(s). In addition, there are opportunities to pick-up food. This requires you to drive to a local restaurant, pick-up a food order, and bring it to the Sunset Center Green Room backstage. Please note: mileage is not reimbursed. **A mandatory training session will be held the first week of July, date TBD.**

Musician Welcome Party Event Assistant

Join us to welcome the musicians to Carmel in early July. This job assists Musician Sponsorship Chair Carol Hilburn to host a party to welcome both sponsors and musicians. This year we are hoping to cater the event, thus volunteer jobs will focus on setting-up, managing food tables, decorating the event space, handing out name badges, pouring wine, and helping any guests during the party. A brief clean-up will occur following the party. It is so much fun to work as a team and make this event fun and personal.

Patron Services Support & Ticket Sales

The Carmel Bach Festival has a team of specially trained volunteers who work with Patron Services from May through July. The job duties include: a) working in the office to take ticket orders over the phone and to assist with other miscellaneous office projects; b) acting as a Patron Services Coordinator at off-site venues to sell tickets and oversee ticket scanners; c) scanning tickets at off-site venues; d) helping patrons pick-up pre-purchased tickets at Sunset Center Will Call; and e) selling tickets at promotional events. **Patron Services volunteers receive intensive training each year in early May; if you are interested in serving as a Patron Services volunteer in 2024, please contact Julie Lim, Patron Services Manager at julie@bachfestival.org.**

Special Event Support

Join us this season and work at the special events like Opening Night and Closing Night Celebrations hosted for our donors and patrons. At these events, you could be responsible for set-up, pouring wine, managing and replenishing food tables, and clean-up. This is a great job for those who love to entertain!

Ushering at a Chamber Concert or a Masterclass

The Carmel Bach Festival hosts many chamber concerts off-site throughout the month of July across the Monterey Peninsula. These concerts typically last about an hour, making your shift short and sweet. The role of an usher is to work directly with the House Manager to ensure our patrons enter and exit the venue safely, and are seated in a timely manner. Duties include, but are not limited to handing out programs, greeting patrons, helping patrons find their assigned seats, assisting with late seating, assisting with emergency protocol as directed, and more. The House Manager on duty will be in charge of your shift and is your resource for any questions or concerns. Please note this job is only for concerts that are not at the Sunset Center. If you are interested in volunteering at any Sunset Center concert during July please see page 12.

During July, the Carmel Bach Festival provides Masterclasses for promising vocalists and instrumentalists. The Virginia Best Adams Masterclasses are taught by conductor and keyboardist Michael Beattie. The Classical & Baroque Academy Masterclasses are taught by violinist Edwin Huizinga. Volunteers at Masterclasses serve as hosts handing out programs, welcoming musicians and patrons, helping patrons find seats, assisting with late seating, assisting with emergency protocol as directed, and more. This is a very exciting assignment since volunteers get to see renowned professional musicians coach gifted aspiring musicians.

How to Volunteer at a Carmel Bach Festival Concert Located at the Sunset Center

The Sunset Cultural Center, Inc. is a non-profit organization that was formed in 2003 to manage the historic Sunset Center. The building that began as a public school in 1926 was later transformed into a state-of-the-art performing arts center with a seating capacity of 718. Under the mantle of *Sunset Presents*, they bring a wide range of world-class performances and live events to the Monterey Peninsula including global music, comedy, rock, theater and dance. Sunset Center hosts a number of outside presenters throughout the year as well.

Sunset Cultural Center is also home to a number of Historic Presenting Partners. The Carmel Bach Festival is proud to be part of this group. While the Carmel Bach Festival performs most of its main concerts at the Sunset Center and has offices on the Sunset Center grounds, the two organizations are separate. Each organization is a separately registered 501(c)(3) non-profit organization and produces its own events, concerts, and programs with separate staff, procedures, policies, and by-laws. This includes management of the volunteer programs for each organization. The two organizations work together as a team to present the Carmel Bach Festival.

Please note that if you wish to volunteer for a Carmel Bach Festival performance at the Sunset Cultural Center, you MUST submit a Sunset Center Volunteer Application to the Sunset Center office. In addition, you must attend a mandatory Volunteer Procedure Training on June 7, 2023. The Carmel Bach Festival is not responsible for scheduling Sunset Center volunteer shifts, but will keep track of your hours served at each Sunset event or concert.

To learn more about volunteering at the Sunset Cultural Center, visit their web site at <http://www.sunsetcenter.org/volunteer.htm> and download a Sunset Center Volunteer Application. For all questions regarding volunteering at any Carmel Bach Festival event located at the Sunset Center, please contact sasha@sunsetcenter.org or via phone at 831.620.2047.

Policies

Breaks

With the exception of bottled water, neither food nor beverages are allowed while on duty for a volunteer assignment. Additionally, please inform the Coordinator and/or House Manager-on-Duty, prior to leaving your post, before taking a break.

Cancellation

If you need to cancel your participation as a volunteer for the entire year or an individual shift, please contact the Carmel Bach Festival Volunteer Coordinator 48 hours prior to the start of your shift. If you are unable to give 48-hour notice prior to the volunteer shift, you are responsible for finding a replacement for your shift. Once a replacement is found, please notify the Volunteer Coordinator of the change and provide the name and contact information of the replacement.

Complimentary Tickets

If you qualify for complimentary ticket vouchers based on the number of hours you **volunteered in the previous year**, your complimentary ticket voucher will be available to you by June 28, 2023. You must have your voucher with you to claim your complimentary tickets. No other claim mechanisms can be honored. Tickets are redeemable starting July 1 and must be ordered with your voucher in the Carmel Bach Festival office. The level of voucher is awarded based on the number of hours a volunteer ***worked in the prior year***. Please note that not all volunteer levels receive complimentary tickets. All tickets are subject to availability; see page 7 for more information on ticket benefits.

Code of Conduct and Dissolution

Carmel Bach Festival Volunteers are expected to follow Volunteer Expectations and Responsibilities, page 8. If a volunteer is unable to meet these Expectations and Responsibilities, the Volunteer Coordinator will meet with the volunteer to discuss and document the issue. If the issue persists, the volunteer will be asked to leave the Bach Festival permanently by Letter of Dismissal.

Drug and Alcohol Use

Any volunteer under the influence of drugs or alcohol during his/her assigned shift will be dismissed immediately and receive a Letter of Dismissal.

Grievance

If a volunteer has an issue with a fellow volunteer, he/she should report the issue in writing immediately to the Carmel Bach Festival Volunteer Coordinator. Please be specific as to the details, date and time of the issue.

If a volunteer has an issue with the Volunteer Coordinator, the Chair of the Carmel Bach Festival Board of Director's Volunteer Committee, or a Carmel Bach Festival Staff Member, he/she should report the issue in writing immediately to the Carmel Bach Festival Executive Director. Please be specific as to the details, date and time of the issue.

Late Seating

Carmel Bach Festival concerts begin promptly at the announced curtain time. In deference to the pleasure of other patrons as well as the musicians and conductor, late attendees will be seated only when appropriate breaks in the program allow. Patrons who leave the concert venue before the concert has ended will be allowed to return to their seats only when appropriate breaks in the program allow. Volunteer ushers may be asked by the House Manager-on-Duty to assist in seating late attendees.

Liability

Before your first volunteer shift, you must sign a **Media Release and Liability Form** and turn it to the Volunteer Coordinator at the Carmel Bach Festival office. **Liability:** As a volunteer, your services are being offered on a voluntary basis without anticipation of financial compensation. As a volunteer, you shall indemnify and hold harmless the Carmel Bach Festival, its Board and their officers, agents and employees from and against all claims, demands, loss, or liability of any kind or nature for any possible injury resulting from your efforts as a volunteer. **Media Release:** The Carmel Bach Festival uses a variety of photos in promotional products, including photos of volunteers. Every volunteer must sign a Media Release to give permission for your photo to be taken and used in such materials. If you wish to not have your photo taken, please provide the request in writing to the Volunteer Coordinator at the Carmel Bach Festival office.

Media

If approached by a member of the press/media for comments, ticket requests, information, or concerns, please direct them to the Carmel Bach Festival Executive Director, Steve Friedlander, (steve@bachfestival.org, or 831-624-1521, ext. 113).

Name Badge

All volunteers are required to wear the current year's Carmel Bach Festival volunteer name badge whenever working a shift. You will receive your name badge at the Volunteer Open Rehearsal. If you are working at a concert before the Open Rehearsal date, please come to the Carmel Bach Festival office to pick-up your name badge.

Photos and Recording

The use of video/audio recording and/or photography equipment during performances is strictly prohibited. Should you see video/audio recording and/or photography equipment in use during a performance, please inform the House Manager-on-Duty, making sure to note the seat number and description of the operator of the equipment if possible.

Usher Seating

The Carmel Bach Festival will make every effort to seat volunteers during the performance. This can only be done if there are unpurchased seats available. Please note that your first priority is serving as a volunteer and that your shift does not end when you are seated during a performance. Seating will be provided either when there is a break in your duties or when they are completed in total. The determination for open seating will be at the discretion of the House Manager-on-Duty.

Volunteer Venue Locations

All Saints Episcopal Church

Dolores Street and Ninth Avenue, Carmel, CA 93923

831.624.3883

information@allsaintscarmel.org

All Saints is located in downtown Carmel-by-the-Sea, three blocks south of Ocean Street, one block west of the Sunset Center, and five blocks from the beach. Street parking is available.

Carmel Mission Basilica

3080 Rio Road, Carmel, CA 93923

831.624.1271

<http://www.carmelmission.org/>

From Highway 1 South: When driving from the south on California Highway One (CA-1), proceed north towards Monterey Peninsula / Carmel. After crossing the Carmel River, turn left at next traffic light (Rio Road). Go 0.6 miles on Rio Road, the Mission is on the left. Make a left turn onto Lasuen Dr, then an immediate left into the front parking lot of Mission. Additional parking is found by driving on Lasuen Drive around the back of the Mission and into the lot entrance.

Carmel Presbyterian Church

Junipero Street at Ocean Avenue, Carmel, CA 93923

P.O. Box 846, Carmel, CA 93921

831.624.3878

info@carmelpres.org

<http://www.carmelpres.org>

Carmel Presbyterian Church is located at the corner of Junipero and Ocean Avenue at the entrance to downtown Carmel. From Highway 1, take exit 401A toward Monterey. Keep left at the fork, follow signs for Monterey Peninsula College and merge onto Fremont St. Turn right on Church Street and proceed until the road jogs left. Cathedral will be on the right; the parking lot is across the street.

Church in the Forest

3152 Forest Lake Road, Pebble Beach, CA 93953

831.624.1374

admin@churchintheforest.org

From Carmel: From Ocean Ave., travel west to San Antonio; turn right. Proceed to Carmel Gate entrance of 17-Mile Dr. (show ticket). Continue forward and stay TO THE LEFT at the stop sign. Proceed on 17-Mile Drive (watch for traffic coming from both sides at stop sign) for approx. 1.5 miles and look for signs for Stevenson School (or RL Stevenson School). At Forest Lake Rd., make diagonal right and proceed about a ½ mile. Venue is on left, on the grounds of Stevenson School.

From Highway 1 South bound, take the Highway 68 exit (Pacific Grove/Pebble Beach). Proceed forward at stoplight; turn right into Pebble Beach Gate (free entrance with ticket). Proceed on lower 17-Mile Dr. and follow signs to The Lodge. Continue past Lodge and make diagonal right onto Forest Lake Rd. and proceed about a ½ mile. Venue is on left, on the grounds of Stevenson School. Limited free parking in lot or on road beside school; There is limited disabled parking – arrive early!

Church of the Wayfarer

Lincoln St & 7th Ave, Carmel-By-The-Sea, CA 93921
831.624.3550
<https://churchofthewayfarer.com/>

Church of the Wayfarer is located in downtown Carmel-by-the-Sea on the corner of Lincoln St. and 7th Ave. From Ocean Ave., travel west on Ocean and turn right onto Lincoln Street. Head straight until you reach 7th avenue and Church of the Wayfarer will be located on the right-hand side across the street from Cypress Inn.

San Carlos Cathedral

500 Church Street
Monterey, CA 93940
831.373.2628
<http://www.sancarloscathedral.org/>

From Highway 1 North: From Highway 1 North take Munras Ave to Monterey. Take a left on Carmelito Ave, right on Cass Street, right on El Dorado Street, and left onto Abrego Street. Follow Abrego and take a right on Fremont Street, then left on Church Street. The cathedral will be on the left and parking will be on the surrounding streets. Be sure to follow any public parking sign rules and regulations. They will ticket you if not!

From Highway 1 South: Use the two right lanes and exit Highway 1 by taking 401A toward Monterey. Continue on Fremont Street and make a right onto Church Street. The cathedral will be on the left and parking will be on the surrounding streets. Be sure to follow any public parking sign rules and regulations. They will ticket you if not!

Sunset Center

San Carlos Street at Ninth Avenue, Carmel, CA 93921
831.620.2048 – phone
831.624.0147 – fax
info@sunsetcenter.org

From Points North: From Highway 1, turn right onto Ocean Ave. to San Carlos. Turn left on San Carlos to 8th.

From Points South: From Highway 1 turn left onto Ocean Ave. to San Carlos. Turn left on San Carlos to 8th.

Parking lot entrance is on 8th; lot is free, but space is limited. Street parking is also available (2-hour limit prior to 6:00pm, unlimited after). Limited disabled spaces are available in each lot. Entrance to theater is located at 9th and San Carlos.

Wave Street Studios

774 Wave Street, Monterey, CA 93940
831.655.2010
<https://wavestreetstudios.business.site>

Wave Street Studios is located in Monterey, near Cannery Row. From Carmel, take Highway 1 north to Holman Highway 68 West towards Pacific Grove. Take Highway 68 to Prescott Lane. Turn right on Prescott Lane (it becomes Prescott Avenue) and continue past Lighthouse to Wave Street. Turn left onto Wave Street. From Monterey, take Lighthouse towards Pacific Grove and veer right onto Foam Street. Turn right onto Prescott Avenue, then turn left onto Wave Street. Wave Street Studios will be on your right. Note that parking is metered and limited, so please plan extra time to find parking.

Carmel Bach Festival Contact Information

Mailing Address (U.S. Postal Service only)

Carmel Bach Festival
PO Box 575
Carmel, CA 93921

Physical Address (FedEx, UPS, DHL, etc.)

Carmel Bach Festival Offices
Cottage 16
NW Corner of 10th & Mission
Carmel, CA 93921

Phone: 831.624.1521

Fax: 831.624.2788

Email: info@bachfestival.org

Website: www.bachfestival.org

Questions about Volunteering?

Contact: Barbara Johnson, Volunteer Coordinator

Phone: 831.624.1521, ext. 112, or 831.277.4355 (mobile)

Email: barbara@bachfestival.org