



**Carmel Bach Festival
Volunteer Handbook
89th Season –
2026**

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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, 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,

Gloria Souza

Volunteer Committee Chair

Carmel Bach Festival At-A-Glance (May-July '26)

The Carmel Bach Festival presents its 89th performance season, July 11 to July 25, 2026, in venues throughout Carmel, Monterey, Marina, Pacific Grove, Pebble Beach, and Salinas, California. Pre-season events take place from June 27 to July 10, 2026.

2026 CARMEL BACH FESTIVAL AT-A-GLANCE FOR VOLUNTEERS

PRE-FEST EVENTS

SATURDAY, APRIL 11

1:00pm Volunteer Faire

FRIDAY, MAY 15

1:00pm SignUpGenius (SUG) Online

TUESDAY, JUNE 30

5:00pm Musician Welcome Party (STT) for Musicians and their Sponsors

WEDNESDAY, JULY 1

3:00pm | **COMMUNITY CONCERT:** In the Stacks (EGL)*

THURSDAY, JULY 2

1:00pm | **MASTERCLASS** – Virginia Best Adams (CP)*

FRIDAY, JULY 3

1:00pm | **MASTERCLASS** – Baroque & Classical Academy (CP)*

3:00pm | **COMMUNITY CONCERT:** In the Stacks (MPL)*

SUNDAY, JULY 5

9:00am | **VOLUNTEER BREAKFAST** (ST)*

10:00am | **OPEN REHEARSAL** (ST)*

3:00pm | **COMMUNITY CONCERT:** In the Stacks (ML)*

MONDAY, JULY 6

1:00pm | **MASTERCLASS** – VBA (CP)*

7:30pm | **CHAMBER CONCERT:** Sons of England – Reginald Mobley, *Counter-tenor* (AS)

TUESDAY, JULY 7

1:00pm | **MASTERCLASS** – BCA (CP)*

7:00pm | **OPEN REHEARSAL** (ST)*

WEDNESDAY, JULY 8

7:30pm | **CHAMBER CONCERT:** Classical Cabaret – Jesse Barrett, *Oboe* (ST/105)

THURSDAY, JULY 9

1:00pm | **MASTERCLASS** – VBA (CP)*

7:00pm | **MOVIE NIGHT** (ST)*

FRIDAY, JULY 10

1:00pm | **MASTERCLASS** – BCA (CP)*

5:00pm | **DEVELOPMENT EVENT** (MPCC)

FESTIVAL EVENTS

SATURDAY, JULY 11

- 6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
- 6:45pm | **TOWER MUSIC:** Saturday Tower (ST/Terrace)*
- 7:30pm | **MAIN CONCERT:** Haydn *The Seasons* - Grete Pedersen, *Conductor* (ST)

SUNDAY, JULY 12

- 2:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
- 3:00pm | **MAIN CONCERT:** Bach & Rebel - Grete Pedersen, *Conductor* (ST)
- 8:00pm | **CHAMBER CONCERT:** Music of Earth and Elysium (AS)

MONDAY, JULY 13

- 11:00am | **CHAMBER CONCERT:** All Bach Organ Recital (CM)
- 1:00pm | **MASTERCLASS** – VBA (CP)*
- 1:30pm | **CHAMBER CONCERT:** Meet the Composer – John Dowland (ST/Foy)
- 3:00pm | **CHAMBER CONCERT:** July in Paris (AS)
- 6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
- 6:45pm | **CHORUS PRELUDE** (ST/Terrace)*
- 7:30pm | **MAIN CONCERT:** Vivaldi *Four Seasons* & Handel *Water Music* – Peter Hanson, *Conductor* (ST)

TUESDAY, JULY 14

- 1:00pm | **MASTERCLASS** – BCA (CP)
- 1:30pm | **CHAMBER CONCERT:** 19th Century Guitar (ST/Foy)
- 3:00pm | **CHAMBER CONCERT:** Roaring 20's (AS)
- 6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
- 6:45pm | **TOWER MUSIC:** Tuesday Tower (ST/Terrace)*
- 7:30pm | **MAIN CONCERT:** Bach at Sunset – Andrew Megill, *Conductor* (ST)

WEDNESDAY, JULY 15

- 1:30pm | **CHAMBER CONCERT:** Bach & Buxtehude – *Solos, Duos, and Trios* (ST/Foy)
- 5:00pm | **CHAMBER CONCERT:** Forest Quartets – *Beethoven & Mendelssohn* (CF)
- 7:45pm | **TOWER MUSIC:** Wednesday Tower (CM)*
- 8:30pm | **MAIN CONCERT:** Nature's Poet – Andrew Megill, *Conductor* (CM)

THURSDAY, JULY 16

- 1:00pm | **MASTERCLASS:** VBA (CP)*
- 1:30pm | **CHAMBER CONCERT:** Cello & Company (ST/Foy)
- 5:00pm | **CHAMBER CONCERT:** Birdsongs (PGM)
- 7:30pm | **MAIN CONCERT:** Bach, Brazilian, & Bluegrass – Mike Marshall, *Mandolin*; Caterina Lichtenberg, *Mandolin*; Edwin Huizinga, *Violin* (ST)

FRIDAY, JULY 17

- 1:00pm | **MASTERCLASS** – BCA (CP)*
- 1:30pm | **CHAMBER CONCERT:** Sounds of the Seasons (ST/Foy)

3:00pm | **CHAMBER CONCERT:** Bach Cantatas (AS)
6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
6:45pm | **TOWER MUSIC** Friday Tower (ST/Terrace)*
7:30pm | **MAIN CONCERT:** Beethoven 6 Symphony & *Appalachian Spring* – [Grete Pedersen](#),
Conductor (ST)

SATURDAY, JULY 18

11:00am | **CHAMBER CONCERT:** Birds of a Feather! (ST)*
3:00pm | **CHAMBER CONCERT:** Banned & Blacklisted (ST)
6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
6:45pm | **TOWER MUSIC:** Saturday Tower (ST/Terrace)*
7:30pm | **MAIN CONCERT:** Haydn *The Seasons* – [Grete Pedersen](#), *Conductor* (ST)

SUNDAY, JULY 19

2:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
3:00pm | **MAIN CONCERT:** Bach & Rebel – Grete Pedersen, *Conductor* (ST)*
8:00pm | **CHAMBER CONCERT:** Music of Earth and Elysium (AS)

MONDAY, JULY 20

11:00am | **CHAMBER CONCERT:** All Bach Organ Recital (CM)
1:00pm | **MASTERCLASS** – VBA (CP)*
1:30pm | **CHAMBER CONCERT:** Meet the Composer – John Dowland (ST/Foy)
3:00pm | **CHAMBER CONCERT:** July in Paris (AS)
6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
6:45pm | **CHORUS PRELUDE** (ST/Terrace)*
7:30pm | **MAIN CONCERT:** Vivaldi *Four Seasons* & Handel *Water Music* – Peter Hanson, *Conductor*
(ST)

TUESDAY, JULY 21

1:00pm | **MASTERCLASS** – BCA (CP)*
1:30pm | **CHAMBER CONCERT:** 19th Century Guitar (ST/Foy)
3:00pm | **CHAMBER CONCERT:** Roaring 20's (AS)
6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
6:45pm | **TOWER MUSIC:** Tuesday Tower (ST/Terrace)*
7:30pm | **MAIN CONCERT:** Bach at Sunset – Andrew [Megill](#), *Conductor* (ST)

WEDNESDAY, JULY 22

1:30pm | **CHAMBER CONCERT:** Bach & Buxtehude – *Solos, Duos, & Trios* (ST/Foy)
5:00pm | **CHAMBER CONCERT:** Forest Quartets – *Beethoven & Mendelssohn* (CF)
7:45pm | **TOWER MUSIC:** Wednesday Tower (CM)*
8:30pm | **MAIN CONCERT:** Nature's Poet – Andrew [Megill](#), *Conductor* (CM)

Thursday, July 23

1:30pm | **CHAMBER CONCERT:** Cello & Company (ST/Foy)
3:30pm | **CHAMBER CONCERT:** Field of Sound (ST/105)
5:00pm | **CHAMBER CONCERT:** Twilight in the Cathedral (SCC)

7:30pm | **MAIN CONCERT:** Bach, Brazilian, and Bluegrass – Mike Marshall, *Mandolin*; Caterina Lichtenberg, *Mandolin*; Edwin Huizinga, *Violin* (ST)

FRIDAY, JULY 24

1:00pm | **MASTERCLASS** – BCA Showcase Concert (CP)
1:30pm | **CHAMBER CONCERT:** Sounds of the Seasons (ST/Foy)
3:00pm | **CHAMBER CONCERT:** Bach Cantatas (AS)
6:00pm | **PRE-CONCERT TALK** (ST/Terrace)*
6:45pm | **TOWER MUSIC:** Friday Tower (ST/Terrace)*
7:30pm | **MAIN CONCERT:** Beethoven 6 Symphony & *Appalachian Spring* – Grete Pedersen, *Conductor* (ST)

SATURDAY, JULY 25

1:00pm | **CHAMBER CONCERT** – VBA Showcase Concert (CP)
3:00pm | **COUNTERPOINT** (ST)
5:00pm | **CLOSING NIGHT DINNER** (ST/105)
7:30pm | **MAIN CONCERT:** Best of the Fest (ST)

Venue Codes:

AS: All Saints' Sanctuary
CF: Church in the Forest
CM: Carmel Mission
CMCY: Carmel Mission Courtyard
CP: Carmel Presbyterian Church
EGL: El Gabilan Library
ML: Marina Library
MPCC: Monterey Peninsula Country Club
MPL: Monterey Public Library
PGM: Pacific Grove Museum of Natural History
SCC: San Carlos Cathedral
ST: Sunset Center Theater
ST/105: Sunset Center Studio 105
ST/Foy: Sunset Center Foyer
ST/Terrace: Sunset Terrace
TCF: The Carmel Foundation

*Free Event

Meet the Board of Directors

Sandie Borthwick, *President*
Carlotta Melon, *1st Vice President*
Rebecca Michael, *2nd Vice President*
Debi Hardwick, *Treasurer*
Jay Zimmer, *Secretary*
Leslie Mulford
Eduardo Ochoa
Daniel Cooperman
Christine Kemp
Susan Lansbury
Sara McCary
Jeanne Rudiger
Melanie Silva
Bashar Al Sneeh
Francis Toldi
Richard Warren
Paul Quiring
Ben J. Heinrich
Susan Bjerre

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.

Gloria Souza, *Chair*
Nicole Grummons, *Staff Volunteer Coordinator*
Sandie Borthwick
Susan Mehra
Chuck Rudiger
Melanie Silva
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 Faire
- 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, plus**
- Two vouchers for the Adams Master Class Showcase (*subject to availability*)
- Two vouchers for the Baroque and Classical Academy Showcase (also *subject to availability*)

25-59 VOLUNTEER HOURS

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

60 -120 VOLUNTEER HOURS

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

121+ VOLUNTEER HOURS

- **All of the above benefits, plus**
- 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 SignUpGenius found on the Carmel Bach Festival website volunteer page.
- **Submit a liability and media release form by July 1st to the Volunteer Coordinator.**
- 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 gracious and 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 be available 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! The Festival could not manage without the time and effort you donate!

Dates and Deadlines

April 11, 2026: **Carmel Bach Festival Volunteer Job Faire at Sunset Center**
Faire is in Carpenter Hall from 1:00-3:00pm.

May 15, 2025: **Volunteer SignUpGenius Portal Opens**

July 1, 2026: **Submit Media Release and Liability form to the CBF office**

July 5, 2026: **Volunteer Welcome Breakfast and Open Rehearsal at Sunset Center (9:00-10:00am)**

Volunteer Opportunities

Art Raffle

Carmel Bach Festival's Art Raffle consists of over 80 art pieces hung in the Marjorie Evans Gallery at the Sunset Cultural Center. Throughout the Festival, volunteers sell raffle tickets and assist patrons in selecting artwork on which they wish to bid. **You do not need to be an artist or to have an art background to volunteer for this event.** All proceeds benefit the Carmel Bach Festival artistic efforts. **There will be a mandatory training for volunteers held at the end of June or beginning of July.**

Candle Bearer

The Carmel Bach Festival is seeking 16-20 volunteers to serve as Candle Bearers at the two Wednesday night 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 the concert and out at its conclusion. 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. **Seating is provided for all volunteers outside the Mission during the performance.** Since volunteers will not have seating during the performance inside the Mission, please remember to bring warm clothing. **Please plan to attend a mandatory training meeting at the Mission held at the end of June or beginning of July.**

Literature Distribution

Help us spread the word 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.

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 welcoming hospitality during your designated shift(s). In addition, there are opportunities to pick-up food; this requires you to drive to a local restaurant that is donating food, 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 at the end of June or beginning of July.**

Musician Welcome Party Event Assistant

Join us to welcome the musicians to Carmel in early July. Volunteers assist Musician Sponsorship Chair Carol Hilburn to host a party to welcome both sponsors and musicians. Volunteer jobs include preparing hors d'oeuvres, setting-up, managing food tables, decorating the event space, handing out name badges, pouring wine, and helping 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 Festival has a team of specially trained volunteers who work with the Patron Services (i.e., Box Office) team to ensure the most positive experience for our guests. We're looking for people who are friendly and outgoing, comfortable with computers, and enjoy a dynamic work environment. Volunteers help us with: a) special projects and administrative support, especially in the four months leading up to the festival; b) ticket sales over the phone and in person; c) ticket coordination at concert

venues; and d) support at public outreach events. **Patron Services volunteers receive intensive training each year prior to the Festival. If you would like to serve as a Patron Services volunteer in 2026, please contact Lika Kishino, Patron Services Manager at lika@bachfestival.org.**

Special Event Support



Join us this season to work at special events like the Opening Night and Closing Night Celebrations for our donors and patrons. You could be responsible for setting up, pouring wine, managing and replenishing food tables, and cleaning 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 for Sunset Center concerts during the Festival, see page 16.



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.

Ushering at Sunset Center

If you are interested in volunteering at any Sunset Center concert during the Festival, please visit their website at <https://www.sunsetcenter.org/volunteer>. **There is a mandatory training for Sunset volunteers.** For more information, see page 16.

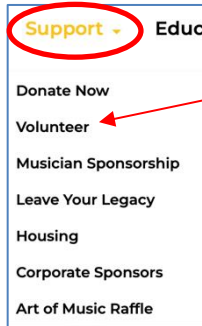
Questions: Contact Volunteer Coordinator Nicole Grummons at nicole@bachfestival.org or (831) 624-1521x112 (office) or (831) 240-5919 (cell) or visit the web site at bachfestival.org/volunteer.

How to Volunteer for Carmel Bach Festival

Concerts and Events at “Off-Site” Venues

The Carmel Bach Festival holds concerts at many venues throughout the Monterey Peninsula and in Salinas. See pages 19-21 for a list of venues and directions. In addition to concerts, the Festival holds special events at venues and at the Sunset Center.

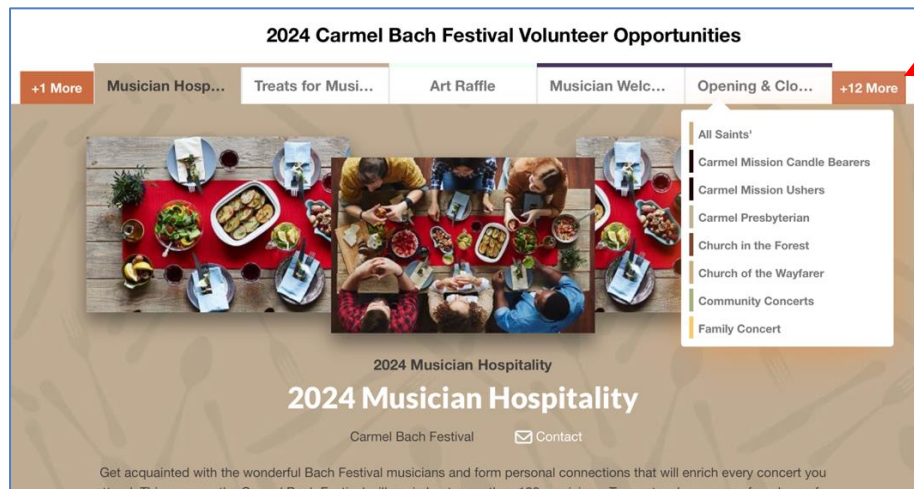
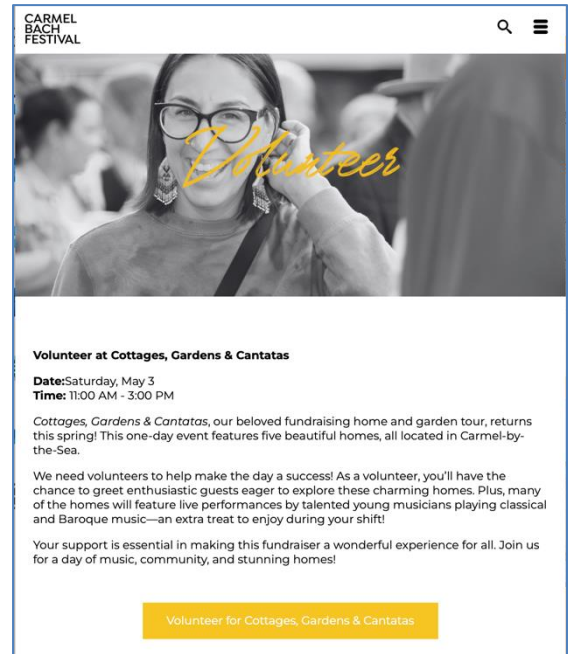
To volunteer for these concerts and events, volunteers use SignUpGenius (SUG), software that is accessible from the Carmel Bach Festival web site at www.bachfestival.org. From the Support menu, select Volunteer.



The Volunteer screen will have a link to current volunteer opportunities on SignUpGenius. The screen on the right shows the link to volunteer for Cottages, Gardens & Cantatas.

The SignUpGenius portal for all 2026 volunteer opportunities opens May 15.

During the Festival, the link will open to the full array of volunteer opportunities on SignUpGenius. There is a tab for each venue or event. The 2024 example below shows tabs for Musician Hospitality, Treats for Musicians, Art Raffle, Musician Welcome and Opening & Closing Nights. Only 5 tabs can fit on the screen, so click on the + tabs on either side to open additional tabs. For example, the + sign on the right (below) opens additional tabs including those in the list beginning with All Saints’.



Selecting a tab takes you to a screen containing the name of the venue, dates, times, concert titles, information about duties and dress requirements.

To volunteer for a concert, select the time slot you want, then click on Save and Continue at the bottom of the screen.

After sign-ups close, you will be contacted by a CBF staff member and provided further details.

Related Files

- 2024 CBF Volunteer Handbook 20240613.pdf (1399KB pdf)
- CBF Volunteer Breakfast July 5 Invitation 20250705.pdf (38KB pdf)
- CBF Volunteer Media Release and Liability Form 2025.pdf (131KB pdf)

Date	Location	Available Slot
07/16/2025 3:45pm-6:15pm Wednesday	Schubert's Death and the Maiden - Week One	Usher 0 of 3 slots filled <input checked="" type="checkbox"/> Selected
07/23/2025 3:45pm-6:15pm Wednesday	Schubert's Death and the Maiden - Week Two	Usher 0 of 3 slots filled <input type="checkbox"/> Sign Up

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Save & Continue

On the next

screen, Sign Me Up, add any comments or requests in the My Comment text box, enter your phone number if it is not yet shown and check the box to “Save my contact information for use on future sign-ups”. Then click on Update My Sign Up.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - PDT)	My Comment	Quantity
Usher	Wed., 07/16/2025 3:45pm - 6:15pm	Comments or requests may be written here	1

Sign up as: **Lisa Kincaid** (lisa@bachfestival.org)

Display an alternate name on the sign up (like a child or spouse)

Phone (Optional) Mobile ▾

Opt in to receive text messages from this organizer (US and Canada only)

By checking this box, you agree to receive text messages from this organizer via SignUpGenius. By opting in, you also agree to the [Privacy Policy](#) & [Terms of Service](#). Message and data rates may apply. Text HELP for help and STOP to cancel texts from ALL SignUpGenius organizers.

Save my contact info for use on future sign ups

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

The next screen will confirm your registration (you will also receive a confirmation e-mail). Clicking on Back to Sign Up will take you back to the array of volunteer opportunities.

Thank you, Lisa!

You're all signed up for **2025 Church in the Forest Ushers**.

A confirmation email with an attached iCalendar has been sent to you.

✓ Usher

My Comment: Comments or requests may be written here
Wed., 07/16/2025 3:45pm - 6:15pm PDT
Location: Schubert's Death and the Maiden - Week One

[Add to Calendar](#) [Edit My Sign Up](#) [Contact Carmel Bach Festival](#)

If you find that you are unable to serve or that you want to add a comment to your sign-up, you may edit your sign-up by clicking on the pencil icon, or delete your sign-up by clicking on the X icon.

Date	Location	Available Slot	
07/16/2025 3:45pm-6:15pm Wednesday	Schubert's Death and the Maiden - Week One	Usher 1 of 3 slots filled	<input type="button" value="Sign Up"/> Lisa Kincaid <input type="button" value="✎"/> <input type="button" value="✕"/> <small>● Comments or requests may be written here</small>

How to Volunteer for Carmel Bach Festival

Concerts 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 Sunset Volunteer Orientation.** The Carmel Bach Festival is not responsible for scheduling Sunset Center volunteer shifts, but will keep track of your hours served at each Sunset 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 lori@sunsetcenter.org or via phone at 831.620.2042.



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, before taking a break and prior to leaving your post.

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 July 1, 2026. 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 9 for more information on ticket benefits.

Code of Conduct and Dissolution

Carmel Bach Festival Volunteers are expected to follow Volunteer Expectations and Responsibilities, page 9. 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, Nathan Lutz (nathan@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 Breakfast and 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 681 Monterey Salinas Hwy, Salinas, CA 93908

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!

El Gabilan Library

1400 North Main Street

Salinas, CA 93906

831.758.7302

<https://salinaspubliclibrary.org/about/el-gabilan-library>

From Highway 1 heading north, take exit 408 to Imjin Parkway. Turn right on Reservation Road, left on Blanco and another left onto South Davis. Then turn right onto West Laurel and then left onto North Main Street.

Marina Library

190 Seaside Circle

Marina, CA 93933

831.883.7507

<https://www.countyofmonterey.gov/government/departments-i-z/library/locations/marina-branch>

From Highway 1 heading north, take Reservation Road (exit 410). Turn right on Reservation Road, then right again to stay on Reservation Road. Then at the traffic circle, turn left onto Seaside Circle.

Monterey Public Library

625 Pacific Street

Monterey, CA 93940

831.646.3932

<https://www.monterey.org/library>

From Carmel on Highway 1 North, take Munras Street exit. Turn left on Soledad Street then right on Pacific. From Salinas, take Highway 68 and merge onto Highway 1 South. Take exit 401A toward Monterey and continue on Fremont Street. Take a slight left onto Pearl Street then turn left onto Pacific.

Pacific Grove Museum of Public Library

165 Forest Avenue

Pacific Grove, CA 93950

831.648.5716

<https://www.pgmuseum.org/>

From Highway 1, take Holman Highway 68 toward Pacific Grove. Holman Highway 68 becomes Forest Avenue. Turn right from Forest onto Central Avenue.

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.

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: Nicole Grummons Volunteer Coordinator

Phone: 831.624.1521, ext. 112, or 831.240.5919 (mobile – text preferred)

Email: nicole@bachfestival.org