

**VOLUNTEER ROLE DESCRIPTION**

**VOLUNTEER ROLE:** Front of House Volunteer

**RESPONSIBLE TO:** Front of House Manager / Duty Manager

**PURPOSE OF THE ROLE:**

To assist in the smooth running of Waterside Arts Centre events and to provide a pleasant and approachable service to all members of the public and staff.

**MAIN DUTIES:**

* To assist in the setting up of the auditorium.
* To welcome customers into the building.
* To seat customers on performance evenings and be the front of house usher in the theatre, during performances.
* To assist in the running of the bar (if under 18, working on the tuck shop and working on dry bar events).
* To assist at special events – outdoor events, family club activities, open days etc.
* To ensure clean facilities are maintained.
* To assist in clearing the building after the performance.
* Any other duties required.

**OTHER REQUIREMENTS:**

* Can commit on a regular basis to volunteering. The minimum requirement is to be available and commit to working a minimum of two-three shifts per month. The majority of shifts will be at evening and weekends although some shifts are available during the day time, the average length of shift is 4-5 hours.
* Are happy to talk to people and have an approachable manner when dealing with different age groups.
* Can commit to attend regular training sessions and meetings.
* Are happy to be subject to a CRB check.
* To adhere to the equal opportunities and health and safety policies of Waterside Arts Centre.
* To work alongside Waterside Arts Centre staff.