

**The Marina Theatre Volunteering Information Pack:
Introduction
Application Form
Job Descriptions**



Introduction

Thank you for your interest in volunteering at The Marina Theatre Lowestoft. This pack contains Job Descriptions for our various volunteering roles and an application form.

Why Volunteer?

The Marina has been part of the cultural landscape of Lowestoft and the surrounding landscape for over one hundred years. Volunteering at the theatre gives you the opportunity to be part of its future whilst at the same time putting back something into the local community. Of course there are other benefits: Friendship, develop skills, build confidence or simply to get more involved in the theatre.

We welcome interest from potential volunteers in the following departments:

- Front of house Stewarding
- Merchandising
- Theatre Maintenance
- Theatre Ambassadors

Please complete the application form to the address below or email. Should you be put forward then you will be asked to attend an informal interview. We will of course write or email if you have not been successful at any stage of the process.

The Marina Theatre Trust
The Marina
Lowestoft
Suffolk
NR321HH

Tel 01502 533204

Email ...paulbain@marinatheatre.co.uk

Marina Theatre Application Form

Private & Confidential

Thank you for your interest in volunteering with The Marina. Volunteers are an extremely important part of our organisation, and there are so many different ways to get involved. This form gives us information about your experiences, interests and availability

To help us find the best volunteering role for you. Please complete this form and return to the address below. If you are successful then we will invite you in for a chat to discuss volunteering further. If you have any questions, please do not hesitate to get in touch on

Contact Details

Title Mr. / Mrs. / Miss. / Ms. / Other

Surname.....

First names.....

Date of Birth.....

Address.....
.....

.....Postcode.....

Telephone.....Mobile.....

email address.....

Please tick which areas you are interested in?

Front of House	
Merchandising	
Maintenance	
Ambassadors	

See Job Descriptions at the end of this form.

When would you like to volunteer? Please state times in the boxes when you would be available to volunteer.

	MON.	TUES.	WEDS.	THURS	FRI.	SAT.	SUN.
A.M.							
P.M.							
EVE.							

What is your employment status? Please circle your choice

Employed Unemployed Student Retired

Do you have a current full driving license?

Yes / No

What qualifications and experience do you have that could be useful in your role as a volunteer?

What are your hobbies and interests?

Are there any medical issues we need to be aware of or you would need support with?

References

References are confidential and are used to help us assess your suitability for the role you would like to do. Please give us the contact details of one person who could comment on your suitability. The nominated person should know you well but cannot be a family member.

Referee

Name

Address

Postcode

Occupation

Relationship to you

Contact No

Email

Emergency Contact details

Name.....

Relationship.....

Telephone.....

Mobile.....

I confirm that the information given on this form is correct and complete and that any misleading information will be sufficient for withdrawal of any offer of voluntary work. Thank you for completing this form. We will be in touch shortly to discuss progress with your application.

Signature.....

Date.....

VOLUNTEERING JOB DESCRIPTIONS

STEWARDING.

This vital job involves you meeting and greeting our customers as they come into our performances.

When the customer has had their tickets checked and shown where their seats the stewarding job entails ensuring that our audience enjoys the show they have come to see and remains safe whilst with us.

Once a show starts the stewarding job is to ensure that customers comply with our policies regarding the behaviour whilst with us [photography/ Film of shows]

During the interval you may be engaged in the sale of ice creams or confectionary at the kiosk.

At the end of a performance the stewards are engaged in ensuring that customers are able to safely leave the venue.

When the auditorium is empty a general tidy up of the main areas is carried out.

We may also use stewards if they wish to, in other roles within the theatre, possibly to serve in the café or bar areas.

PROGRAMMES AND MERCHANDISE.

As well as general stewarding we are able to sometimes assist show with sale of their merchandise and programmes.

This will normally be either by walking around the theatre, café, bars, stalls and circle offering programmes for sale.

On some occasions we may be asked to assist at a merchandising table at which shows sell items to our customers. Stewards who do this do need to be good at money handling and dealing with customers in a retail type situation.

MAINTENANCE.

At the theatre there are often opportunities for people that feel happier to help at the theatre but not in a facing role to our customers.

We often need area's repainting and minor building repairs carried out, this work would be carried out under the instruction of our staff at the theatre.

There may be ladder work involved within these tasks.

THEATRE AMBASSADORS.

These are volunteers who carry out vital work for the theatre but away from the premises.

They involve people within the area's they live, local shop keepers, publicans, newsagents, any local business's etc.

Our ambassadors visit them regularly and tell them what shows we have coming to the theatre and what else we have happening and ask them to display posters or maybe have a display of our brochures for their customers to take.

They build up a personal relationship between the theatre and our local community both close and further afield in villages and towns around Lowestoft.