

The Marina Theatre

Volunteering Information Pack



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 giving back to the local community. Of course there are other benefits: friendship, developing skills, and building confidence.

Please complete the application form and send to the address below or via 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: louiserogers@marinatheatre.co.uk

Volunteer Application Form

Private & Confidential

Thank you for your interest in volunteering with The Marina. Volunteers are an extremely important part of our organisation. 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.

Last name.....

First name.....

Birth Date.....

Address.....
.....

Postcode.....

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

Email
address.....

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.....

Steward

Duties include, but are not limited to:

- Meeting and greeting customers on arrival, checking their tickets and directing them to their seat.
- Ensuring proper health and safety procedures, and covid secure guidelines, are followed by customers and other staff/ volunteers.
- Coordinating evacuation of the building in the event of a fire, in line with Senior Stewards and Duty Manager. Full training will be provided
- Ensuring customers comply with our policies regarding the behaviour whilst with us; such as photography, mobile phone use, talking etc.
- Selling ice creams or confectionary at the kiosk.
- Tidying the auditorium after a performance.

There may be other opportunities to volunteer at the theatre, including occasional maintenance or marketing tasks.