Highbury Theatre Centre

# Volunteer Opportunity

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| **Volunteer Role Title:** | Front of House Assistant |
| **Organisation:** | Highbury Theatre Centre<br>We are a small, friendly arts centre run entirely by volunteers. Each year, we put on a season of theatre productions and also run a cinema. Other companies also use the theatre for their performances. |
| **About the role:** | To welcome the audience, sell from our small stock (programmes, hot drinks, sweets, ice creams), and tidy up. |
| **Key tasks:** | **Foyer role**:<br>To greet the audience on arrival and sell programmes.<br>To check tickets and direct the audience to their seats.<br>To say goodbye to the audience on departure.<br>To tidy the auditorium after the show.<br><br>**Coffee shop role**:<br>To open up and close the coffee shop.<br>To sell hot drinks, sweets and ice creams.<br>To take and set up orders for the interval.<br>To tidy and clean up, including loading crockery into the dishwasher. |
| **Skills and qualities needed:** | Customer service skills such as making people feel welcome.<br>To be willing to handle cash and card payments. |
| **Support and training offered:** | We will train you in front of house procedures and how to run the coffee shop on the nights of a performance. |
| **Time commitment and location:** | You would be part of a rota, working with other members and volunteering for one or two nights for a production.<br>Performance nights: 6.45pm to after the interval or the end of the performance (usually about 10pm), usually Tuesday to Saturday.<br>Highbury Theatre Centre, Sheffield Road, B73 5HD |
| **Apply/find out more:** | volunteering@highburytheatre.co.uk |