

Volunteer Role Description

Location: Century Theatre, Coalville

Role Title: Volunteer Theatre Assistant

The Theatre: The Century Theatre is unique and has a special place in the history of British theatre. Built in Hinckley in the late 1940's as a mobile theatre, it used to tour the country and brought theatre to communities that struggled to access professional theatre. Many famous names have been connected with the Century Theatre over the years. It settled on the Snibston site in 1995.

The theatre continues to operate as a professional theatre, receiving touring companies from across Britain and Europe, a wide variety of musical acts, comedians, poets etc. We work with local theatre companies to bring new works to the area. We are also a community focussed theatre, working with local schools, amateur companies and local employers. We run a regular cinema night. We have our own Academy which offers experience and development in performing arts skills for local people.

The theatre is operated by Leicestershire County Council and run by a team comprising a mix of professional staff and volunteers.

What volunteers gain from working with us:

- Experience of working in an active and varied theatre.
- Learning new skills which could include; customer care, working in a bar, stage management, working with young people, maintenance of the theatre and its equipment, show promotion, technical theatre (sound, lighting, projection etc.), administration.
- Opportunity to be part of a hardworking, dynamic team.
- Opportunity to make a positive contribution to culture and community in Leicestershire.

What we are looking for in a volunteer

- Interest in performing arts and cinema.
- Ability to work as part of a team.
- Good communication skills and a commitment to good customer care
- Organised, able to manage their own time.
- Positive about working with people from a wide variety of backgrounds.



What do volunteers do?

We have a variety of roles for volunteers within Century Theatre. Volunteers can be involved in some or many of these roles, depending on their interests, skills and experience. We discuss volunteers preferences with them before they start work with us and provide any training needed to enable them to fulfil their roles. Specific roles include:

- 1. Front of House** - Greeting customers as they arrive, answering questions about the theatre and about events, supporting people with car parking, supporting people with mobility difficulties, checking tickets and acting as ushers and fire marshals. Helping to ensure that the auditorium, bar and studio are kept clean and tidy and ready for the next show.
- 2. Bar Assistants** - (over 18's) working with the Duty Manager and bar staff to serve customers, making teas and coffee's, pouring drinks, washing up etc.
- 3. Academy** - working with session leaders to support people to be fully and positively engaged in sessions, supporting to maintain registers, to set up and pack away at the end of sessions, helping to ensure the safety of all attendees.
- 4. Stage Management** - working with Stage Managers and Directors to ensure good communications between stage, backstage and front of House. Support to ensure that props and costumes are maintained and are in place. Providing backstage support to performers and crew as required.
- 5. Technical Support** - working with theatre technicians to set up equipment for a show and to pack away at the end. Providing a link with backstage. Support with cueing sound and lights. Operation of audio, projection and lighting equipment (dependant on experience).
- 6. Maintenance** - Supporting theatre staff to maintain a clean and safe environment, litter picking, maintain the area outside the theatre, minor repairs etc. To support with the building and painting of stage sets when required.
- 7. Media and Promotions Support** - working with the theatre team and with LCC's communications and media officers to promote the work of the theatre in printed and digital media.
- 8. Administrative support** - working with theatre staff to help maintain our bookings systems.