

FRIENDS OF THE BURDEKIN THEATRE

VOLUNTEER STAFF REGISTRATION FORM

The Burdekin Theatre is a Community Theatre which relies heavily on volunteer assistance. If you wish to become an usher/usherette please complete the form and post it to:

Friends of the Burdekin Theatre, PO Box 773, Ayr Qld 4807.

Name:				
Postal Address:				
Email:				
Phone:	Home:		Work:	
Date of Birth:	(required for insurance information only)			

APPLICANTS MUST BE 18 YEARS & OVER

I am available to assist with week-day, day time performances (please circle) YES/ NO

I am available to assist with EMERGENCY or short notice rostering (please circle) YES/ NO

I will familiarise myself with the rules that apply to all working volunteers as set out below and displayed on the Friends notice board and agree to wear the requested uniform of black bottom and white top to fulfil Workplace Health and Safety requirements.

Signed:		Date:	
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VOLUNTEER STAFF

All our volunteers are asked to "set the example" to our patrons of theatre etiquette. Please do not chat unnecessarily in the auditorium once the show has started. Please do not be critical of the show you have worked, to or in front of the patrons.

Auditorium Staff

- Will meet and remain at the top of the centre stairs 30 minutes before show time for your briefing with the Front of House Manager. Chairs are available for your comfort.
- Once in the auditorium it is your duty to remain at your position until the end of the show and the patrons have vacated the area. Toilet breaks will be organised at interval by your Front of House Manager.
- Door staff will occupy the perch seats provided or the aisle seat of "O" row. Green Room Door staff should occupy the aisle seat of "B" or "C" row. Aisle staff should be seated in aisle seats Rows "J", "K", or "L".
- Our duty of care is to the patrons – when movement occurs in the auditorium when it is in darkness, torches must be used and a helping hand should be at the ready.

Café Staff

- Upon arrival you will set up the Coffee Station and you will remain at your post until show time.
- Your seating is usually aisle seats near the back to avoid disturbing patrons when you come and go to fulfil your duties.

Programme/ Raffle Sellers

Your duties commence upon arrival at the Theatre and at interval. Your seating in the auditorium follows the same rules as the Café Staff.

All staff are invited to enjoy a complimentary drink at the end of the performance.