VOLUNTEER ROLE DESCRIPTION

|  |  |
| --- | --- |
| **VOLUNTEER ROLE TITLE**  | Union House Theatre Volunteer |
| **SUPERVISION /SUPPORT** | Union House Theatre Production or Marketing staff  |

|  |
| --- |
| **ROLE PURPOSE** |
| Volunteers play an important role helping UMSU to achieve its purpose and provide valuable support across many areas of the organisation. **Union House Theatre** (UHT) is the dynamic community of theatre and performance on campus. UHT runs an epic theatre and performance program for all students at the University of Melbourne and helps over 20 Student Theatre Groups to produce plays in the brand-new Guild and Union Theatres (BN 159). UHT is for ***all*** students, regardless of what you are studying. It's a place to learn new skills, make friends and share a passion for theatre, events and creativity. Union House Theatre Volunteers contribute to the success of this community by: * ushering and carrying out Front of House tasks for shows in the venues;
* supporting activities in the theatre set building workshop;
* helping Student Theatre Groups who need occasional support for events;
* marketing and promotional activations for Student Theatre.

*Want to learn more about Union House Theatre? Click*[here.](https://umsu.unimelb.edu.au/express-yourself/theatre/) |

|  |
| --- |
| **UMSU’s Arts and Culture Aspirations**To encourage every student to explore Uni life through unforgettable arts and cultural experiences Connect – Create – Community  |

| **ROLE OVERVIEW** |
| --- |
| **Commitment** | * **Front of House:** One or more three-hour shift during the performance seasons of plays in the program generally between 630pm-10pm weeknights and weekends (Wed-Sat) and occasionally daytimes

And / or * **Theatre** **Set Building** shifts (3 hours, during business hours)

And / or * **Theatre Marketing** shifts (3 hours, during business hours)
* Ten-minute debrief after each shift
 |
| **Team** | Union House Theatre |
| **Division**  | UMSU Arts and Culture  |
| **Location** | Arts and Cultural Building, BN. 159 University of Melbourne  |
| **Key****responsibilities** | **Front of House – Ushering / Ticketing** * Ensure visitors to theatre venues receive a warm and friendly welcome on arrival
* Provide general directional information
* Scan tickets / marking off names on door list
* Usher audience to seats and assist movement through the venues
* Assist visitor with cloaking items
* Support theatre group to take any last-minute ticket sales

**Theatre Marketing** * Book complimentary tickets into the Humantix booking system
* Print and fold programs for events
* Distribute flyers / programs and talk to students about upcoming productions

**Theatre Set Building** * Painting set items
* Making sets and props under supervision

**General*** Attend safety inductions where required
* Notify relevant Union House Theatre staff of any changes to availability to attend rostered shifts
* Notify the relevant Union House Theatre staff of any changes to personal circumstances which may impact the ability to perform the role
 |
| **Skills****and attributes** | **Essential*** Highly developed organisational and problem-solving and skills
* Excellent communication, active listening, and interpersonal skills
* The ability to work under pressure in a team environment
* Demonstrates initiative and motivation
* Excellent attention to detail
* Maintains an open approachable manner and treats others with respect, and compassion
* Ability and willingness to learn and accurately follow all relevant processes and procedures
* Committed, reliable and punctual
* Ability to maintain professional boundaries
* Demonstrates self-awareness and takes responsibility for own actions and behaviour and how this impacts others
 |
| **Application process and requirements** | * Minimum age 18
* Complete a volunteer application form
* Hold a current and valid Working with Children Check
* Attend an induction
 |
| **Benefits**  | * Gain valuable skills and experience in customer service
* Meet and get to know other volunteers and staff, including at social events
* Attend theatre shows for free
* Access training and development opportunities
* Gain marketing and creative set building experience
* Knowledge that you are part of a community at Uni and contributing to culture and student creativity
 |

|  |
| --- |
| **VOLUNTEER AGREEMENT** |
| I agree that I have read, understood, and accept the duties, responsibilities and required attributes of this volunteer position. **SIGNED BY VOLUNTEER**   ......................................................... ............................................. Volunteer Date:**SIGNED BY SUPERVISOR**   ......................................................... ............................................. Supervisor Date: |

**Role Description last reviewed:** August, 2023