

VOLUNTEER ROLE DESCRIPTION

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| VOLUNTEER ROLE TITLE | Union House Theatre Volunteer |
| SUPERVISION /SUPPORT | Union House Theatre 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 and backstage;
- helping Student Theatre Groups who need occasional support for events;
- Marketing, promotional and administration activations.

Want to learn more about Union House Theatre? Click [here](#).

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 | |
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| Commitment | <ul style="list-style-type: none"> • 3-4 hour shifts per fortnight across various UHT areas, including; • Front of House: One or more three-hour shift during the performance seasons of plays and UHT events in the program generally between 6.30pm-10pm weeknights and weekends (Wed-Sat) and occasionally daytimes as per programming <p>And:</p> <ul style="list-style-type: none"> • Theatre Set Building or Backstage Assistance shifts (3 hours, during business hours) <p>And:</p> <ul style="list-style-type: none"> • Theatre Marketing and Administration 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 |

| ROLE OVERVIEW | |
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| Key responsibilities | <p>Front of House – Ushering / Ticketing</p> <ul style="list-style-type: none"> • 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 <p>Theatre Marketing and Administration</p> <ul style="list-style-type: none"> • Book complimentary tickets into the Humanitix booking system • Distribute posters / flyers / programs, and talk to students about upcoming productions and events • Assist with basic marketing, data and administration activities • Support social media content creation; on camera and off <p>Theatre Set Building and Backstage Tasks</p> <ul style="list-style-type: none"> • Painting set items • Making sets and props under supervision • Supporting the UHT Team with various backstage tasks <p>General</p> <ul style="list-style-type: none"> • 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 | <p>Essential</p> <ul style="list-style-type: none"> • 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 |

| ROLE OVERVIEW | |
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| Application process and requirements | <ul style="list-style-type: none"> • Minimum age 18 • Complete a volunteer application form • Hold a current and valid Working with Children Check • Attend an induction |
| Benefits | <ul style="list-style-type: none"> • 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, administration, backstage, front of house 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

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Volunteer

.....
Date:

SIGNED BY SUPERVISOR

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Supervisor

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Date: