

# Number 8 Volunteer Opportunities



## Charity Shop

Shift pattern: Morning or afternoon sessions, 9.30am - 1pm and 1pm - 4.30pm.

Duties: Serving customers, handling cash sales, stocking shelves. Providing a friendly and efficient service.

## Coffee Bar

Shift pattern: The day is split into three shifts 9:30am – 11:45, 11:45am – 2pm, 2pm – 4pm and 1pm - 4pm

Dress code: Smart. Black and white where possible.

Duties: To provide an attentive, friendly and efficient service. Serve customers promptly and efficiently, handle cash sales and clear tables.

## Bar

Shift pattern: Attend 1 hour before performances for evening duties of varying lengths serving drinks and coffee.

Dress code: Smart. Black and white where possible.

Duties: To provide an attentive, friendly and efficient service. Serve customers promptly and efficiently, handle cash sales and clear tables. Clean down coffee machine.

## Stewarding

Shift pattern: Attend 1 hour before performances for duties of varying lengths.

Dress code: Smart. Black and white where possible.

Duties: Show customers to seats, assist where appropriate, check auditorium at end of performance. Control evacuation procedures if necessary.

## Box Office

Shift pattern: Morning or afternoon 3 hours or evening 1½ hour sessions.

Dress code: Smart.

Duties: Sell tickets through Ticketsolve ticketing system Reconcile cash and credit card sales. Deal with general customer enquiries and forward calls.

## Distribution/Admin

Three to four hour sessions depending on task.

## Film Projection

Shift pattern: Attend 1 hour before performances for sessions of varying lengths dependent on the film.

Training is given in all areas.