



CT66: Volunteer Steward Fact Sheet

Who are we and what do we do?

The Carnegie Theatre Trust (Workington) runs the Carnegie Theatre & Arts Centre. The Trust is a fully registered charity.

The venue hosts an arts and entertainment programme featuring drama, classical music, opera, children's shows, popular music (including rock, jazz and folk), contemporary dance, ballet, amateur shows, visual arts and community events.

What would you do?

As a volunteer steward you would be part of our busy and experienced Front of House team. The role of a steward is varied and duties range from selling ice cream and merchandise, checking tickets and sell programs, to assisting the audience to their seats or looking after the public areas. You would also be required to take part in the Fire evacuation procedure. The majority of the work is in the evenings, although we sometimes have matinee performances. You would usually be able to see the show you are working.

Why should you join our team?

You have an interest in the Arts and would like the opportunity to learn new skills. You would like to do something for your community and see some great shows and events. You like face-to-face contact with the general public, being amongst like-minded people and would like to make new friends.

You would like to share your existing skills and experience to benefit the organisation.

Do you need experience?

No experience as a steward is necessary, as full training will be given. Some experience of working with the public is essential.

How does it work?

- An availability tick sheet will be printed every month, covering all the performances.
- You will be asked to tick the events that you are able to help with. NB - There is a maximum of volunteer's slot per event (numbers will be clearly define according the venue) and we work on a first come, first served basis.
- The Front of House Manager will then confirm your shifts by email or phone. A shift can vary between 2 and 4 hours depending on the type of event.
- We ask our volunteers to do a minimum of 2 sessions a month.



Essential Skills

- Enthusiasm for promoting and representing The Carnegie Theatre and Arts Centre
- Basic knowledge of Health and Safety regulations.
- An ability to work effectively in a pleasant manner alongside customers and other member of the team.
- Good communication skills, including the ability to understand and respond to written and spoken instructions and briefings.
- Ability to work on your own.
- A good track record in attendance and the ability to maintain this.
- Good timekeeping with the ability to volunteer flexible shifts on a consistent, reliable basis.
- Confidence and physical ability to be able to carry out some physical tasks.
- Ability to handle pressured situations.
- To ensure a high standard of personal presentation and appearance.

Further Information?

If you have any further questions or want an informal chat, please give us a call on 01900 602122.

Last updated: 16th October 2016

The Carnegie Theatre Trust (Workington) is committed to the development of positive policies to promote equal opportunities regardless of sex, marital status, colour, race, ethnic origin, age, disability, sexual orientation or responsibilities to dependants.

Personal Details:

Surname:	Mr/Mrs/Miss/Ms
Forename(s):	
Address:	
Post Code:	

Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone (Daytime)	Membership Number:		
Telephone (Evening)	Email:		
Telephone (Mobile)	Please note: Most communication will be via email. If you do not have an email address we will contact you by phone.		

Name of emergency contact / Next of kin:	
Contact number:	Relationship to you:

Have you had any Health & Safety Training? If so, please specify.

How did you hear about volunteering at the Carnegie?

What attracted you to the opportunity? What do you hope to gain from the experience?

Are you currently receiving any medical treatment? Yes No

Have you ever sought medical advice for problems associated with your back? Yes No

Do you have any disability or illness, which may require workplace adjustments? Yes No

If you answered yes to any of the above questions, please give details

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(if applicable, please use separate sheet and attach to this application)

Have you ever been convicted of a criminal offence (under the Rehabilitation of Offenders Act 1974)? Yes No

(if yes, please give details)

Please indicate the area(s) you are specifically interested in volunteering for:

Assisting Front of House during performances and events

Box Office

- Promotions
- Fundraising

What skills and experience do you have which may be relevant to these volunteer roles?

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(if applicable, please use separate sheet and attach to this application)

Please indicate your availability for volunteering by filling in the table below. It would be helpful if you are able to include specific time slots but if this is difficult you can just tick the relevant boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

References: Please provide details of two people who have known you for two years who we may contact to request a character reference. Referees should be over the age of 18 and must not be related to you.

1. NAME		How do you know this person?
ADDRESS		
TELEPHONE		
2. NAME		How do you know this person?
ADDRESS		
TELEPHONE		

I authorise Carnegie Theatre Trust to obtain references to support this application and release the Trust and the referees from any liability caused by giving and receiving information.

DECLARATION:

I confirm that the information provided on this volunteer registration form is complete and true

Signature of Applicant:	Date:
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Please forward completed application form to:
The Carnegie Theatre & Arts Centre
Finkle Street, Workington
Cumbria, CA14 2BD