

Volunteer Information and Application Form

Note: Please read the role description below before completing this form.

The Lichfield Garrick Theatre encourages the participation of volunteers who support our mission and the objectives of our Charity. If you agree with these and are willing to be interviewed and trained in our procedures, processes and protocols, we encourage you to complete this application form.

The information on this form will be kept confidential and will help us to ensure we can provide the appropriate volunteer opportunity for you.

PERSONAL DETAILS

Name

Address.....

.....

Home Phone..... Mobile Phone

Email.....

I am happy for the Lichfield Garrick Theatre to contact me by email:

REFERENCES

If you have worked in the past five years, at least one reference should be obtained from your last employer. If not, give the names of people who know you well.

Referee one

Name Capacity known to you

Address.....

Telephone..... Email

Referee two

Name Capacity known to you

Address.....

Telephone..... Email

REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent convictions? Yes No

If yes, please specify:.....

Please note that a conviction will not necessarily exclude you from volunteering with Lichfield Garrick Theatre Ltd, but will be taken into account when assessing your suitability.

EXPERIENCE, LEARNING AND SKILLS

Please tell us a bit about yourself. For example, are you working, studying, retired or looking for work? Have you done any volunteering before? Why do you want to volunteer with Lichfield Garrick Theatre? Why you think you will be suitable for this role?

Make sure you refer to the volunteer role description which explains what skills and experience we are looking for. Please continue on one extra sheet if necessary.

When are you able to undertake volunteer duties?

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Do you consider yourself to have a disability/impairment?

Yes No

Do you have any particular requirements that might affect your volunteering?

(e.g. diet, disabilities, religion)

Yes No

If you answered yes to the above, please give brief details

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How did you find out about this volunteer role?

In case of emergency, please contact.....

Telephone number.....

As a volunteer within the Lichfield Garrick Theatre, I agree to abide by the Theatre's policies & procedures. I understand that full training will be given through regular training sessions and briefings and I will be volunteering at my own risk. Furthermore, I understand that the Lichfield Garrick Theatre cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I carry out for the Theatre. I agree that all work I do is on a voluntary basis and I am not eligible to receive any monetary payment or reward. I confirm I am over 16 years of age.

Signed.....

Print Name.....

Date.....

Please return completed forms to:

Craig Smith
Deputy Front of House Manager
Lichfield Garrick Theatre
Castle Dyke
Lichfield. WS13 6HR

Tel 01543 412110
Fax 01543 412120
Email craig.smith@lichfieldgarrick.com



Volunteer Role Description

The Garrick Theatre Ltd, has opportunities available for volunteers to assist the permanent staff with the delivery of the Theatre's Charitable objects which are;

The advancement of the arts for the benefit of the public, in particular through the operation of a theatre in Lichfield

and

The advancement of education in relation to the arts for the benefit of the public

Volunteers are important members of Garrick team who share a love of theatre and give freely of their time to contribute in many ways to the wellbeing and development of the theatre.

Our volunteers enjoy a sense of being a part of an organisation with deep roots in the local community and with a national reputation for high standards of quality and innovation. They also have the opportunity to meet and socialise with like-minded people and watch our productions when on duty.

Volunteers will be assigned to a member of the operational staff and will assist with duties which will include;

Main Duties of a Lichfield Garrick Volunteer

- Meeting and greeting members of the public both in the main house and studio theatres.
- Supporting operational staff in their duties in order to enhance the customer experience and care of the public in general.
- Assisting with the sale of merchandise, ice creams, programmes and other items as directed by the operational staff.
- Assisting with the sale of both alcoholic and non alcoholic drinks and confectionery in the auditorium.
- Assist with the operation of the cloakroom and the sale of goods from the theatre shop.
- Assisting wheelchair users and customers with mobility issues.
- Directing all queries from customers to the operational staff or to the Front of House Manager as appropriate.
- Assisting with customer surveys and national theatre campaigns

As a Lichfield Garrick volunteer you will need to undertake duties regularly in order to maintain your level of knowledge. Training sessions will be annually, with occasional additional sessions when new policies and procedures are introduced. There is at least one social function for all volunteers held at the Garrick each year which gives everyone the chance to meet together.