

Volunteer role description

| | |
|--------------------------|-----------------|
| Title / Position: | Volunteer Usher |
|--------------------------|-----------------|

| | |
|--------------------------|---|
| Goal of position: | <ul style="list-style-type: none"> • To ensure a high standard of front of house customer service. • Assist in the smooth operation of showcasing events. • Act as a responsible staff presence reporting to the Duty Manager. |
|--------------------------|---|

| Main duties and responsibilities: | |
|--|---|
| 1 | To meet and greet audience members upon arrival to the venue. |
| 2 | To check and validate tickets for performances as appropriate. |
| 3 | To sell programmes and company merchandise as required. |
| 4 | To assist in seating audience members before a performance and acting as a staff presence during the performance. |
| 5 | To sweep the auditorium after a performance and assist in the closing down procedures of the venue. |

| | | | |
|------------------------|---|---|----------|
| Time frame: | | | |
| Length of commitment: | Rolling: as and when available, as required | | |
| Estimated total hours: | Approximately three hours per performance (as standard) | | |
| Scheduling: | At discretion of volunteer | X | Required |

| | |
|-----------------------|--|
| Place of work: | Jerwood DanceHouse, Foundry Lane, Ipswich, IP4 1DW |
|-----------------------|--|

Qualifications/experience sought:

| | |
|---|---|
| 1 | Friendly and outgoing personality. |
| 2 | An interest in dance and the performing arts. |
| 3 | Trustworthy, responsible and reliable. |

Benefits to the volunteer:

| | |
|---|---|
| 1 | An opportunity to support a local charitable organisation within the community, encouraging local and emerging artists and developing recognition on a wider scale. |
| 2 | A sociable and engaging environment to get involved in with a vast array of opportunity and experience. |

Benefits to DanceEast:

| | |
|---|---|
| 1 | A valuable addition to the support and set-up of DanceEast performances, acting as an additional staffing presence assisting in the smooth operation of events. |
| 2 | Supports DanceEast's aims of offering a full and extensive front of house and customer service experience to all audience members. |

Further information:

| | | | |
|----------|--|---------|--------------|
| Contact: | Dan Johnson, Box Office Manager | | |
| General: | 01473 295230 | Direct: | 01473 295237 |
| Email: | dan.johnson@danceeast.co.uk | | |