

Volunteer Application Form

Name:.....

Address:.....

.....

Phone No:.....

Mobile No:.....

Email:.....

What I hope to achieve by volunteering:

.....

.....

Some existing skills/attributes that may assist me in my duties eg. Kiosk, Bar (RSA Certificate required), Box Office:

.....

.....

Some skills/attributes I would be interested in learning:

.....

.....

Where did you hear about Theatre Volunteering? *(please tick)*

I picked up/was handed a brochure at:

- Laycock Street Theatre / Peninsula Theatre
- Gosford regional Gallery
- Gosford Council Customer Service Desk
- Gosford Council Library

I was handed a brochure by a friend or relative

I printed this brochure off the Website.

Volunteer Association (please provide details)

.....

Other: (please provide details)

.....

Please detach and mail or hand deliver your completed application form to:

*Volunteer Co-ordinator
Laycock Street Theatre
PO Box 9083
WYOMING NSW 2250*



Street Address:

Laycock Street Theatre
Laycock Street, North Gosford

Peninsula Theatre

Cnr MacMasters and
Ocean Beach Roads, Woy Woy

So you want to be a Theatre Volunteer?

Laycock Street Theatre—Wyoming
Peninsula Theatre—Woy Woy



For further enquiries telephone

4323 7299

email

laycock.theatre@gosford.nsw.gov.au

Fax

4323 4327

A printable copy of this brochure and details of Theatre Events and Projects can be found on the Theatre's website:

www.laycockstreet.com

Can we count you in?

There are many rewards that come from Volunteering for your Community and Gosford City Council's Theatre Volunteers are no exception.

This is an opportunity for you to do something rewarding for your community and for yourself, experience new friendships, new ways to utilize and expand your personal attributes and skills, and the opportunity to become involved in the Central Coast's premier Theatrical Venue.

Gosford Council Theatre Volunteers who make a regular commitment to donating their time to the Theatres enjoy many tangible benefits which include, but are not limited to, the following:

Membership to, and all entitlements of The Friends Of The Theatre:

- 10% discount on all the Theatres Subscription Season Shows.
- 10% discount on selected purchases at the Gosford
- Regional Gallery shop.
- 30% discount on Gallery run art classes and workshops.
- An invitation to attend a preview for every Gosford Musical Society Show.

- A copy of the Monthly Theatre Volunteers newsletter *Encore*.
- A copy of the Quarterly Subscribers Newsletter *Centre Stage*.

Other activities organized by the Volunteers or the Council's Volunteer Coordinator:

- Once a month the Theatre Volunteers meet at Gosford Hotel for dinner.
- Invitations to The Gallery or Theatre Volunteer social activities including-bus trips to galleries, shows, lunches, garden trips, etc.
- Awards program that acknowledges length of service, diligent and meritorious service

Volunteers make all the difference

Area of work are;

- Ushering / In-Theatre Supervision
- Kiosk / Confectionary / Bar Service
- Merchandise and/or Programme Sales
- Box Office Duties
- Function Host
- Mail outs

Council's Theatre Volunteers:

1. come from a diverse range of cultural and social backgrounds
2. are the 'front face' of the theatres, and so are charged with supporting the safety of all our patrons.
3. are encouraged to be positive and team focused.

4. are encouraged to provide feedback and input on matters concerning customer service and volunteering.
5. are provided with training in all areas of volunteer activities

Volunteers working as a team

Actively encouraging and supporting each other

Rosters

You are able to nominate yourself for the shifts you are available for. You are expected to do at least one shift every three weeks, and more if possible, especially during the busy period from September—December each year. You will be briefed further on the rostering process at your induction.

Buddy System

To ensure a smooth transition for all fledgling volunteers, trainees are budded up with an experienced Volunteer in the area they will be working in.

You can be part of the volunteer Experience

Other

You will be required to attend the three Volunteer Meetings each year. These meetings provide all volunteers the opportunity to share their experiences and ideas as well as receive updates and informative presentations from Council staff and guest presenters.

Uniform

Volunteers provide their own uniform of black trousers/skirt, white collared shirt/blouse, black jacket/cardigan and closed in black shoes.

Volunteers are supplied with scarf/bowtie and name badge.