

FRONT OF HOUSE (FoH) TEAM MEMBER

- Prepare the venue
- Meet customers
- Sell drinks and snacks
- Cash, debit and credit card transactions through a till

EVENT MANAGER (any experienced FoH member can assume this role on a given event)

- Open the theatre
- Coordinate the front of house team
- Liaise with technical team and open the venue
- Ensure correct records are taken and retained

TECHNICAL TEAM

- **PROJECTIONIST**
 - Cinema and streaming
- **TECHNICIAN (Specialist roles)**
 - Sound and lighting engineering

VENUE MAINTENANCE

- Painting and decorating
- Minor refurbishments

VOLUNTEER RESOURCE LEAD

- Coordinating the development of work rotas
- Design and coordinate a volunteer reward and recognition plan
- Volunteer recruitment
- Volunteer induction and training
- Volunteer centric policy development and review
- Volunteer committee planning and communications

MARKETING

- **SOCIAL MEDIA AND WEB BASED PLATFORMS**
 - Raise web based profile
 - Ensure social media content conforms to policy
- **PHYSICAL MARKETING ASSETS**
 - Design and produce traditional (paper based) marketing materials

COMPLIANCE LEAD

- Develop policy, procedures and processes to ensure legal compliance
- Coordinate the regular review of policies and procedures
- Coordinate internal reviews and audits

EXECUTIVE COMMITTEE

- Chairman
- Vice Chair
- Secretary
- Volunteer Representative
- Treasurer

Elected annually from volunteer community at the AGM

TRUSTEES

- Oversee the work of the Executive Committee
- Overall responsibility for the theatre and its funds

COMMITTEE STRUCTURE: Trustees Committee, Executive Committee, Live Events Committee, Volunteers Committee