

## Would you like to volunteer at Wem Town Hall?

Wem Town Hall is an arts, learning and community enterprise centre that runs a cultural and educational programme for the local community, including exhibitions, theatre productions, cinema, live music and dance, workshops and learning activities. Our spaces are also hired out for a broad range of activities from business meetings to family celebration events.

Our volunteers are at the heart of everything we do, sometimes visible, but more often working behind the scenes. Volunteering with us provides opportunities to meet new friends, to experience great entertainment, to support community events, to learn new skills, and most importantly of all, helps us to build a long term future.

We are looking for volunteers to assist in following roles:-

### Events/Ushers

This might include volunteering at cinema, theatre or live music events. Volunteers can help by setting up, tidying away, taking ticket stubs, helping people to their seats or dealing with queries. We try to match activities to the volunteer's interests.

An interest in arts, theatre or cinema and a friendly and approachable manner are ideal traits for this position. This would suit somebody looking to be involved with events at a local centre or gain experience in a customer facing role.

### Front of House/Reception

Duties are varied and can include welcoming the public as they enter the venue, answering the telephone, taking bookings, selling tickets for events, dealing with enquiries from the public, typing up documents, creating notices, laminating posters and distributing leaflets.

A friendly and approachable manner and basic I.T. skills are required. This role would suit someone looking to get some experience in a customer facing role.

### Building Tasks

Setting up and tidying away for events including moving furniture, assisting with small general maintenance tasks such as light bulb replacing, painting walls.

This would suit a practical person who **enjoys DIY tasks and doesn't mind some light lifting**. You would be required to use your own initiative and work on your own or with other volunteers to do tasks.

### Marketing Tasks

Assisting with the distribution and re-stock of brochures and flyers, putting up posters around the town and surrounding areas.

This role would suit a volunteer who is flexible on when they can volunteer with good knowledge of the local area who is happy to communicate with people at drop off points.

### Projection/ Technical

Assisting behind the scenes with our cinema screenings, preparing for screenings by setting equipment up and then running trailers and films.

This would suit someone that is good with computers and enjoys learning new technology. No special technical knowledge required although a familiarity with A/V equipment is useful, full training will be given.

Café/Bar

Volunteering would include a range of activities like taking orders, preparation and serving of food and drinks, washing up or taking payment. The café bar is open during the day and evenings for events.

This would suit someone with a friendly manner who has an interest in food and drink.

Without the generous and active support of local people we would be unable to host such a wide range of events at Wem Town Hall, your local community venue. This can be a great opportunity to learn new skills and we guarantee you'll have fun and make new friends too!

Please tick against areas in which you may like to help/get involved.

Front of House/Reception	
Cafe	
Events/Ushers	
Marketing Tasks	
Building Tasks	
Projection/ Technical	

General availability – (you may volunteer as often or as little as you wish)

	Mornings (from/to)	Afternoons (from/to)	Evenings (from/to)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

*It is a requirement that all volunteers complete a DBS form (Disclosure and Barring Service). We can arrange this and would like you to sign to acknowledge that you are happy for this to be carried out.*

..... (Signed)

Name: \_\_\_\_\_ Tel No/s: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_