



Volunteer Job Description

Stage Crew Member

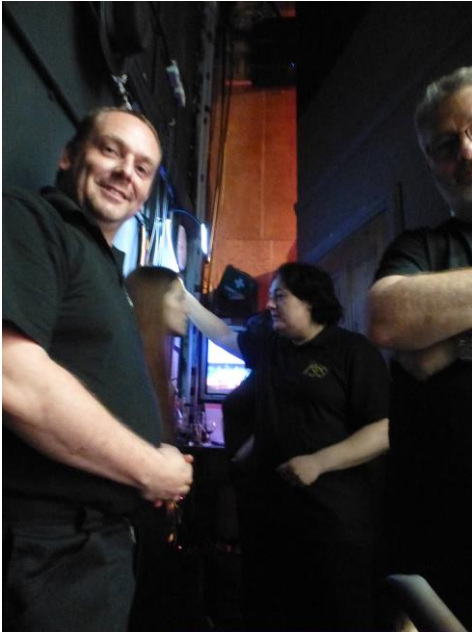
Last updated: August 2016

The Abbey Theatre is run entirely by volunteers, and the trustees and management committee of Nuneaton Arts Council greatly appreciate the time and effort that are put in by our volunteer team. Without this it would not be possible to operate the venue.

Main Duties:

To provide stage crew for shows/events held at the Abbey Theatre, whether working for the theatre or directly for the user group.

All volunteers need to make themselves familiar with the Fire and Safety Policy, the Evacuation Procedure, their specific responsibilities in the event of an evacuation and any policies which may affect their work area.



Responsible to:

Stage Manager.

Locations of work:

Stage, auditorium, any other locations within the theatre.

Dress Code:

Full blacks including standard Abbey Theatre polo shirt if available. Volunteer name badge if safe to wear.

Child Protection:

Volunteers are often present in the theatre with a user group which includes children. It is the user group's responsibility to provide door control and chaperone arrangements – if the volunteer notes any arrangements which appear unsatisfactory they should immediately inform the leader of the user group. If no action appears to have been taken to address this, the volunteer should bring it to the attention of an NAC committee member as quickly

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as possible. Volunteers may occasionally need to work in or pass through areas where children are present – you should take care that chaperones are present at all times.

Duties:

As directed by the stage manager for the event

On performance days the stage crew should be in position in time to prepare the stage for the event, normally at least 30 minutes before curtain up.

Safety

When performers and the public are in the theatre the volunteers on duty have specific safety responsibilities. These are detailed in the Fire and Safety Policy and in the Evacuation Procedure. The stage manager has control of the stage and dressing room area, and will ask stage crew to assist where appropriate.

Training for new volunteers:

Stage safety
Fire safety (optional)
Working at heights – safety training

Given by:

Stage Manager or his nominee
Professional course
Stage Director or his nominee

If any volunteer feels they need additional training at any point they should contact the Stage Director who will make arrangements for this.

Benefits/Gratuities

These apply when you are working directly for the theatre, not when engaged by the user group. If engaged by the user group then any benefits or gratuities provided are at the option and cost of the user group

Where car parking costs are unavoidable these are reimbursed by the theatre on production of the car part ticket to the lead bar person

When the bar is open the theatre provides free tea, coffee and soft drinks for technicians
A free alcoholic or soft drink can be taken at the end of a performance shift.

Volunteer Handbook

The Volunteer Handbook contains additional general information. This is available as a download from the Staffing web site or as a printed document from the office.

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