

Alexandra Palace the people's palace.

Volunteer Theatre assistant

Who we are:

Surrounded by 196 acres of Grade II listed parkland Alexandra Palace offers unprecedented views of the city. The multi-award winning destination maintains its original enterprising spirit by hosting an eclectic mix of live music, sport, cultural and leisure activities. The Trust runs an incredibly busy and growing creative learning programme.

Why we need your help:

Following our successful regeneration project funded by the Heritage Lottery Fund, we will be reopening our hidden gem, the Victorian Theatre, after nearly 80 years of closure. The theatre will be host to a wonderful suite of performances, ranging from theatre plays to concerts, panto, community events and much more.

We are looking for a team of enthusiastic, cheerful and passionate team of volunteers who will help us making sure that our visitors will feel welcomed and well looked after while they visit the theatre. Volunteers will be supporting us in a range of activities, such as welcoming visitors, showing them their seats prior to the start of the performances, or engaging them in mini tours of the theatre in the lead up to the performance opening.

What we can offer you:

While volunteering is unpaid, there is a number of benefits our volunteers can enjoy from their time with us:

- Gaining valuable work experience and new skills presenting the history of the Palace.
- Contributing to the local community by helping in the work of Alexandra Park and Palace
- Helping to keep the Palace a part of our heritage for future generations.
- Meeting new people and developing another social network.
- Being able to watch the performances you will be supporting as part of your volunteering time.

Essential information:

- Applicants will be considered on their merits and regarded equally.
- We will induct and train you if necessary to carry out the role.
- We will cover travel expenses to a maximum daily limit of a Zone 1-4 off peak travel card (£12.70).
- We refund lunch expenses up to £5 on each day of volunteering, or provide lunch, upon presentation of receipts.

Next steps:

To apply, please provide:

Alexandra Palace the people's palace.

- A completed Volunteer Expression of Interest Form
- A brief email/cover letter explaining why you are interested in this role and what can we do to make your volunteering experience an enjoyable and fulfilling one

Please email these documents, with the subject header **Volunteer Theatre Assistant** to: volunteering@alexandrapalace.com by **Sunday 4th November** midnight.

If you are successfully recruited to a volunteer role, you will need to provide a reference from someone who has known you for at least two years in an educational, professional or supportive capacity. We are happy to discuss alternative references if required.

Volunteer Theatre Assistant role description

Role Title	Volunteer Theatre Assistant
Location	Alexandra Park, Alexandra Way, Wood Green, London, N22 7AY
Suggested Tasks and Activities	<p>We are looking for a team of enthusiastic volunteers to support the logistics of theatre performances and events, acting as Alexandra Palace's public face and ensuring that visitors have a positive, enjoyable and safe experience.</p> <p>Visitor service (theatre ushering) and front of house</p> <ul style="list-style-type: none"> - Welcome visitors and support them in wayfinding - Show visitors to the theatre seats - Assist visitors with general enquiries about the programme, the theatre and Alexandra Palace - On selected days, lead 'sneak peak' tours of the theatre prior to the start of performances - Assist disabled visitors to their seats - Spot check the auditorium for lost property - Supervise the performances and take appropriate action, eg: asking visitors to quiet down or avoid using mobile phones during the performance time - Help distributing programmes - Have an understanding of the theatre's evacuation procedures
Commitment	<p>We will ask you to be on site on at least the following days for training purposes:</p> <p>One day on the w/c 19th November</p> <p>and</p> <p>One day on the w/c 26th November</p> <p>After you will complete your training and induction, it would be great if you could volunteer on at least one half day on each month.</p>
Volunteers with	<p>Volunteer Co-ordinator/Theatre manager/ Interpretation Officer/ Other volunteers/ general public, including:</p> <p>Theatre visitors, community groups, families and children, visitors with access needs/ vulnerable adults and children.</p>

Alexandra Palace the people's palace.

Skills	<ul style="list-style-type: none">• Friendly, approachable and confident• Enjoys interacting with people of all ages, backgrounds and abilities• Interest in continually learning about the history of the Park & Palace• Reliable with good time-keeping skills• Happy to carry out role independently or as part of a team• Ability to adhere to Alexandra Park and Palace Health and Safety policy at all times• Attention to detail and good observational skills
Closing date	Thursday Sunday 4 th November Midnight. Please make sure to notify the team if you would be available for an initial informal chat on either Friday 9 th , 16 th , 23 rd , 30 th November.