



VOLUNTEERING WITH EVERYMAN THEATRE



Volunteer with Everyman Theatre

Thank you for your interest in volunteering with Everyman for our Open-Air Theatre Festival!

As a charity, we rely on volunteers to run our programmes, including the festival! So, for us to continue producing amazing shows and developing more opportunities we need your support.

We offer a range of volunteer roles from front of house to back stage help so that you can get the experience you want.

Whether that's to make new friends, improve your skills, explore your interest for live theatre, gain work experience or simply for your own enjoyment. We are happy to work with you to make your experience as unique as possible.

The Festival

Our Festival attracts over 14,000 people and is one of the largest outdoor theatres in Wales.

We are based in **Sophia Gardens in Cardiff**, running from the **20th June - 27th July**.

It's such a great experience and we hope you will be there to share it with us!

What we're looking for

For our festival volunteers, we are looking for:

- Enthusiasm
- An interest in gaining experience
- Willingness to learn
- A friendly and polite manner
- A desire to be part of a community

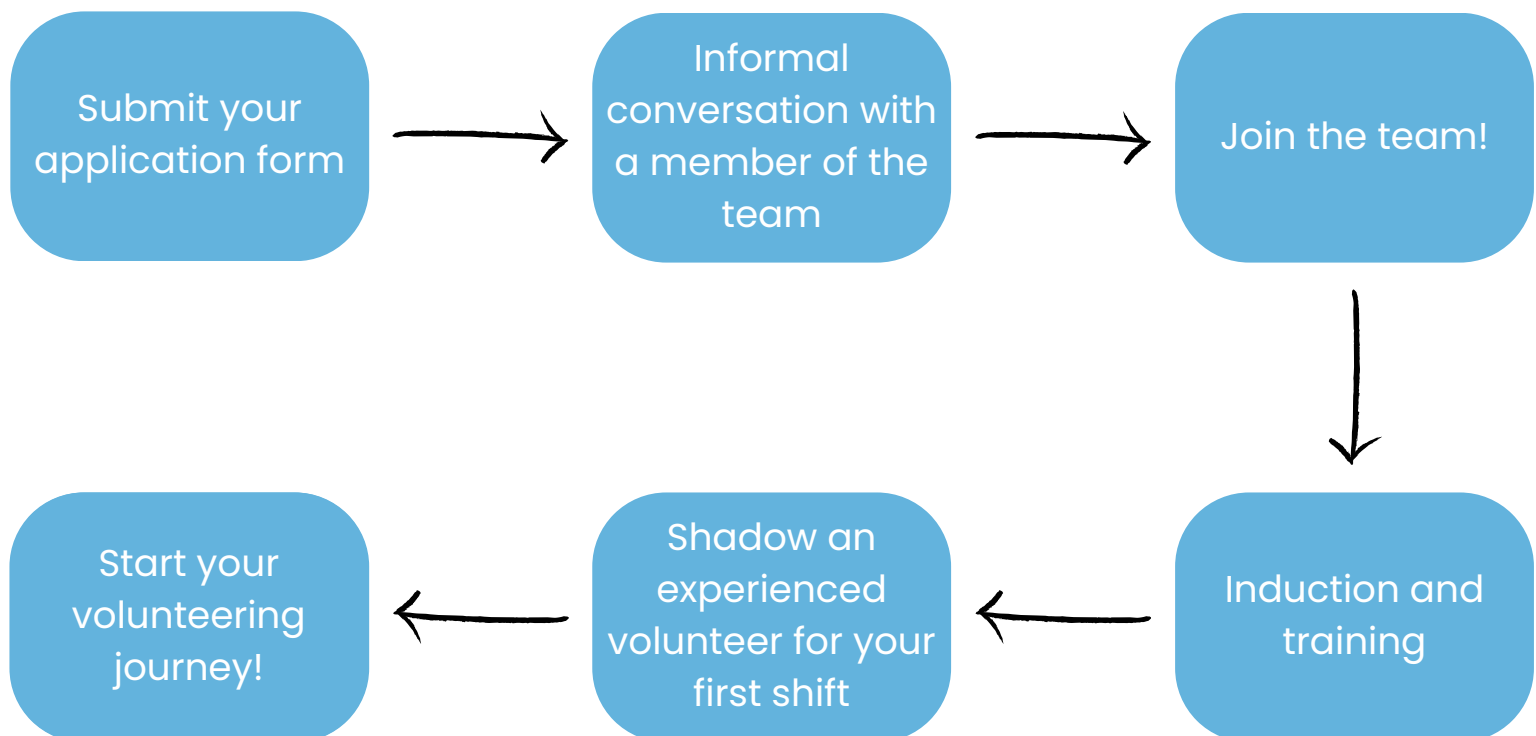
If this is you, we'd love to hear from you!

Why you should volunteer with us

Our volunteers are invaluable to us! As a volunteer, you will receive the following benefits:

- Regular updates on everything Everyman Theatre
- The ability to log volunteering hours and gain rewards
- Personalised references for jobs
- Volunteer engagement events such as backstage tours and get togethers
- Ability to watch a production
- Refreshments provided during your shift
- Gain work experience that could help you with your future career
- Work with professionals in your field of interest
- Invitation to our festival celebration

The process





VOLUNTEERING ROLE DESCRIPTIONS

Sophia Gardens
20th June - 27th July



HOSPITALITY

Unlimited Vacancies



Hospitality Volunteer

We are looking for friendly and customer focused individuals to join our Hospitality team. As a Hospitality member you will be the first point of contact for customers and you will be responsible for providing excellent customer service and ensuring positive and memorable experiences.

Previous experience in hospitality is great, but not essential. We will provide full training and support when you start. All we ask is that you be a team player, friendly, engaging and have a positive attitude. We take pride in what we do at Everyman and it's important that you take pride in your role with us.

Hospitality Role

Hospitality key duties include:

- Excellent customer service
- Welcoming customers and creating an enjoyable environment
- Selling products using a handheld card reader
- Monitor the site ensuring it's safe, clean and tidy
- Working with cleanliness and organisation
- Communicating well with customers and team members

Front of House specific duties include:

- Scanning tickets upon entry
- Ushering customers to their seats
- Restocking the toilets with supplies when needed
- Acting as a ticket office and selling walk in tickets
- Clean the stands before and after the show

Bar specific duties include:

- Monitoring stock levels
- Maintain a clean and organised bar area and respond to spills and hazards
- Prepare pre-ordered interval drinks
- Set up and clean down the bar

Who we're looking for

Essential qualities:

- Excellent customer service
- Strong communication
- Good organisational skills
- Excellent time management
- A team player
- Positive attitude

Desirable qualities:

- Previous experience in hospitality
- Leadership skills
- Personal Licence Holder

Please note, only those 18+ can volunteer on the bar.

Shift Times

Start times for shifts tend to be:

12:30pm for a matinee performance

5:30pm for an evening performance

Shifts tend to be no longer than 6 hours. These times may vary depending on the show, but you will know this in advance.

How to apply

The application process is simple.

Please fill out the application form on our website:

cardiffopenairtheatrefestival.co.uk

Or email: **volunteers@everymantheatre.co.uk**



PRODUCTION AND SITE MANAGEMENT

2 Vacancies



Production and Site Management

We have an exciting opportunity for you to gain hands on experience with our professional production and site management team. You have the chance to shadow various professionals in this field and experience the festival from start to finish.

Previous experience or knowledge in production and site management is great, but not essential. We will provide full support and mentorship when you start. All we ask is that you be a team player, friendly, engaging and have a positive and professional manner. We take pride in what we do at Everyman and it's important that you take pride in your role with us.

Production and Site Management Duties

Duties in this role may include:

- Marking out the site
- Ensuring Health and Safety onsite
- Running the site
- Production management
- Project management
- Technical stage management
- Lighting design
- Sound design
- Working with and being mentored by professionals in this field
- Interacting with various festival teams

Shift Times

The site is open between 6pm - 11:30pm on production evenings. We require availability during the day for initial site build and removal. Specific hours will be discussed with you, based on your availability.

Who we're looking for

Essential qualities:

- Strong communication
- Good organisational skills
- Excellent time management
- A team player
- Positive attitude
- Professional manner

Desirable qualities:

- Previous experience and knowledge in production, site and/or technical management

How to apply

The application process is simple.

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SET DESIGN AND CONSTRUCTION

2 Vacancies



Set Design and Construction

We have an exciting opportunity to gain hands on experience with our professional site design team. You have the chance to work alongside various professionals in this field and experience the festival from start to finish.

Previous experience or knowledge in set design and construction is great, but not essential. We will provide full support and mentorship when you start. All we ask is that you be a team player, friendly, engaging and have a positive and professional manner. We take pride in what we do at Everyman and it's important that you take pride in your role with us.

Set Design and Construction Duties

Duties in this role may include:

- Working alongside our professional set builders to produce a high quality set design
- Assist in the design of our production sets
- Liaise with various festival teams including directors and production team
- Lighting design
- Produce high quality paint finishing

Who we're looking for

Essential qualities:

- Strong communication
- Good organisational skills
- Excellent time management
- A team player
- Positive attitude
- Professional manner

Desirable qualities:

- Previous experience and knowledge of set design and construction

Shift Times

Shows that we require wardrobe for are:

- **The Tempest / 20th June - 28th June**
- **One Man Two Guvnors / 4th July - 13th July**
- **Guys and Dolls / 18th July - 27th July**

Shows begin at 8pm and 3pm. Exact shift times will be discussed with the wardrobe team closer to the time.

How to apply

The application process is simple.

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Or email: **volunteers@everymantheatre.co.uk**



WARDROBE ASSISTANTS

5 Vacancies



Wardrobe Assistants

We are looking for friendly and passionate wardrobe assistants for our Everyman productions. As a Wardrobe Assistant, you will be working alongside a professional wardrobe team with alterations, repairs, sourcing and costume designing.

We will provide full support when you start volunteering with us. All we ask is that you be a team player, friendly, engaging and have a positive attitude. We take pride in what we do at Everyman and it's important that you take pride in your role with us.

Wardrobe Assistant Duties

Duties in this role include:

- Costume design
- Sewing
- Liaising with other members of the wardrobe team and other festival teams
- Ensuring costumes and other set necessities are completed in a timely manner
- Being able to adapt and work in a fast paced environment
- Work alongside professionals in this field to produce high quality work

Who we're looking for

Essential qualities:

- Strong communication
- Good organisational skills
- Excellent time management
- A team player
- Positive attitude
- Professional manner

Sewing skills will be advantageous.

Shift Times

Shows that we require wardrobe assistants for are:

- **The Tempest / 20th June - 28th June / 1 Assistant needed**
- **One Man Two Guvnors / 4th July - 13th July / 1 Assistant needed**
- **Guys and Dolls / 18th July - 27th July / 3 Assistants needed**

Shifts tend to be around 6:30pm until 8:00pm. Any changes to times will be announced in advance.

How to apply

The application process is simple.

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Or email: **volunteers@everymantheatre.co.uk**



MAKEUP ARTISTS

Vacancies To Be Confirmed



Makeup Artists

We are looking for friendly and skilled makeup artists for our Everyman productions. As a Makeup Artist, you will be working alongside a professional makeup team and directors to create the vision required.

We will provide full support when you start volunteering with us. All we ask is that you be a team player, friendly, engaging and have a positive attitude. We take pride in what we do at Everyman and it's important that you take pride in your role with us.

Makeup Artist Duties

Duties in this role include:

- Creating makeup looks to fit the directors vision
- Producing high quality make up looks
- Liaising with other members of the makeup team and other festival teams
- Ensuring makeup looks are completed in a timely manner
- Being able to adapt and work in a fast paced environment
- Work alongside professionals in this field to produce high quality work

Who we're looking for

Essential qualities:

- Strong communication across different creative aspects of a production
- Good organisational skills
- Excellent time management
- A team player
- Positive and professional manner
- Good interpersonal skills
- Attention to detail

Some experience of applying theatre make-up would be useful.

Shift Times

Shows that we require makeup artists for are:

- **The Tempest / 20th June - 28th June**
- **One Man Two Guvnors / 4th July - 13th July**
- **Guys and Dolls / 18th July - 27th July**

Shows begin at 8pm and 3pm. Exact shift times will be discussed with the wardrobe team closer to the time.

How to apply

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DIGITAL MARKETING ASSISTANT

Vacancies To Be Confirmed



Digital Marketing Assistant

We are looking for friendly and engaged Digital Marketing assistant to help with our social media marketing for our Open Air Theatre Festival. As a marketing assistant, you will be working alongside our professional Social Media and Press Manager, as well as other festival teams.

Previous experience in digital marketing is great, but not essential. We will provide full training and support when you start. All we ask is that you be a team player, friendly, engaging and have a positive attitude. We take pride in what we do at Everyman and it's important that you take pride in your role with us

Digital Marketing Assistant Duties

Key Duties for this role include:

- Sharing posts from our social media calendar
- Populating forward scheduling software for a steady stream of content (eg. 2 posts per week, scaling up to daily posts during the festival)
- Creating new content - e.g. arranging rehearsal photos, interviews, video clips, quotes, that we can share across our social media platforms
- Monitoring social media messages and responding
- Assisting with preparing and circulating analytics reports
- Design and populate eNewsletters using Brevo templates and software
- Assist planning and implementing paid, sponsored posts

Availability

We need availability from April to the end of July. We are flexible with the hours, but we are looking for someone who can commit to 3-4 hours a week. This is likely to increase during the Festival.

If you don't feel like you can commit to these hours, please still apply! We would love your help with other marketing aspects and want to give you as much experience as we can.

Who we're looking for

Essential qualities:

- Strong communication
- Good organisational skills
- Excellent time management
- A team player
- Positive and professional manner
- Good interpersonal skills
- Attention to detail

Desirable qualities:

- Previous experience in digital marketing
- Understanding of how Facebook, Instagram and Twitter work

How to apply

The application process is simple.

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COMMUNICATION MARKETING ASSISTANT

Vacancies To Be Confirmed



Marketing Communication Assistant

We are looking for friendly and engaged Communication Marketing Assistant to join our marketing team! As a communication marketing assistant, you will be working alongside our professional Social Media and Press Manager, as well as other festival teams.

Previous experience in marketing is great, but not essential. We will provide full training and support when you start. All we ask is that you be a team player, friendly, engaging and have a positive attitude. We take pride in what we do at Everyman and it's important that you take pride in your role with us

Marketing Communication Assistant Duties

Key Duties for this role include:

- Adding our information to free online directories - e.g. Visit Cardiff
- Upload event copy and imagery to our website
- Assist in media relations such as press
- Coordinate poster and flyer distribution
- Capturing video and imagery during our events - e.g. volunteer events, the festival.
- Liaise with professional photographers and various professional bodies
- Coordinating merchandise

Availability

We need availability from April to the end of July. We are flexible with the hours, but we are looking for someone who can commit to 3-4 hours a week. This is likely to increase during the Festival.

If you don't feel like you can commit to these hours, please still apply! We would love your help with other marketing aspects and want to give you as much experience as we can.

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- Excellent time management
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