

# THE MOWLEM

## Theatre Cinema & Function Rooms

### Volunteer Ushers Job Description

Volunteer ushers help in the smooth running of The Mowlem during live events and are a vital support to the small team of staff. Answering to the Volunteer Leads, volunteer ushers will be given an agreed number of shifts on rotas which may include morning, afternoon and evening sessions depending on the type of live show booked; theatre, kids entertainment, live music etc.

In return, we hope that your time at The Mowlem will prove a rewarding and fun experience for volunteers aged 16 and upwards.

#### Responsibilities:

- Meeting and greeting visitors to The Mowlem
- Checking tickets, showing visitors to their seats and helping them leave after the show
- Assisting with customer enquiries
- Keeping the venue clean
- Assisting in case of an emergency evacuation (full training given)
- Other duties as requested by the Arts Administrator or Operations Manager during the shift

#### Person Specification:

- You'll be polite and friendly in your approach to the public
- You have an interest in theatre, cinema, the arts or other community events
- You are well presented, friendly, punctual and importantly, reliable
- You can remain calm under pressure (theatres can get very busy!)

In addition to the [benefits found here](#), you'll also be entitled to one free soft or hot drink from The Showbar during your shift.

All volunteers must be prepared to complete a DBS check should we require one. The Mowlem is a Registered Charity committed to equal opportunities, welcoming volunteers from all community sections. Diverse applicants are encouraged.

If you have any questions regarding volunteer positions, please email [volunteer@themowlem.com](mailto:volunteer@themowlem.com), and we'll get back to you.