

Position Description



Volunteer Position Title	Friend of the Civic Centre
Division	Works and Services
Branch	Community Services
Supervisor	Manager Civic Centre
Position Requirements	
Assist with the promotion of community events, manage front of house ticketing, ushering and candy bar/merchandising assistance.	
Key Duties and Responsibilities	
Distribute promotional material for community events, performances and programs	
<ul style="list-style-type: none"> • Manage ticket collection at the event and usher patrons to seats • Assist with interval and merchandise sales • Assist with donation collections 	
Training provided	
On the job training	
Volunteer Induction, Work Health and Safety including Fire Safety	
Preferred skills	
Essential	
<ul style="list-style-type: none"> • Capacity to stand for periods of time • Cash handling experience 	
Desirable	
Knowledge of theatre operations, front of house experience	
WHS Responsibility	
Act in accordance with WHS legislation and Council workplace health and safety policies at all times	
Prepared by	Philippa Percy
Date	22/1/13
Approved by Manager	Linda Campbell
Date	22/1/13

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