

Date received:

# Belfry Theatre

## New Volunteer Application

Here at the Belfry we have around 200 regular and 75 casual volunteers. A regular volunteer is someone who volunteers approximately 4 times per season. For example a regular volunteer may work the first Thursday of each Main Stage show, as a ticket taker. A casual volunteer is someone who would like to volunteer but either there are no regular shifts available or they are only available once in a while and can not commit to a regular shift. In exchange for your time we offer you a seat in the house to enjoy the show on the day/night you volunteer.

We have an amazing collection of volunteers, some of whom have been volunteering here for over 25 years. There are 8 volunteer team leaders who look after scheduling. They also have access to a list of casual volunteers who are available to fill in should a regular need to be replaced.

Please print off this form and fax (250-385-6336) or mail it (1291 Gladstone Avenue, Victoria, BC V8T 1G5) to the Belfry Theatre Attention: Front of House Volunteer Application. Thank you for your interest and I will contact you to come into the next orientation session so you can begin volunteering as soon as a spot comes up.

Sincerely,

Michelle Buck  
Front of House Manager  
250-385-6835 ext. 225

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Evening telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you interested in being a regular or casual? (circle)

Generally, what is your availability for Belfry performance times as a volunteer?

Evenings: 7:00 pm – 10:30 pm

- Tuesdays
- Wednesdays
- Thursdays
- Fridays
- Saturdays

Matinees: (various times)

- Wednesdays -12:00 pm – 3:30 pm
- Saturdays - 3:00 pm – 6:30 pm
- Sunday - 1:00 pm – 4:30 pm

turn over

Are you available for rental events in the building at other times?

- Yes
- No

Are you willing to receive requests to fill shifts on short notice? Short notice could mean a phone call a couple of hours before the shift but hopefully it would be at least a day. Don't worry, you're not signing your life away here, but we like to know if we can call in a tight spot.

- Yes
- No

Do you live close to the theatre? Are you occasionally available to cover last minute cancellations? Again, no obligation.

- Yes
- No

Are there any tasks you anticipate feeling uncomfortable performing at the Belfry as a volunteer? Explain briefly please.

- Concession \_\_\_\_\_
- Ticket Taker \_\_\_\_\_
- House Assistant (sometimes referred to as a greeter, the person that hands out programs)  
\_\_\_\_\_
- Your role during an emergency \_\_\_\_\_

During the performances at the Belfry our volunteers act as ushers. This means that we may need to call on you to help us in the case of safety concerns that arise during the show i.e. fire evacuation. Do you have any concerns about your ability to aid us in this way? Anything else we should know? Please explain briefly.

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Please list two references and feel free to include anyone you know that works or already volunteers at the Belfry. Include their phone number and the best time for us to reach them.

1. \_\_\_\_\_
2. \_\_\_\_\_