

## STAGE DOOR

# LIST OF DUTIES FOR FRANKSTON ARTS CENTRE

*(published May 2023)*

- Suitable for a Senior competitor or mother – requires a certain level of fitness to run chasing teams that are not ready. Not a suitable job for males as it requires entering Dressing Rooms. **MUST HAVE A WORKING WITH CHILDREN CARD.** You will be required to use an iPad to complete your duties (iPad and training will be provided).
- Please wear “all black” clothing for your session and arrive no later than 1 hour prior to the start of your session
- Collect a volunteer badge/lanyard and iPad from the Supervisor. WWC card must be worn.
- Ask the Supervisor if she needs help setting up Dressing Rooms prior to doors opening 45 mins prior to the session start time
- You will control the entry and exit of competitors from the stage area during the competition.
- Always ensure the next competitor is waiting in the passage to avoid delays and ensure we run to time
- Please ensure teams remain quiet while waiting to appear on stage (also keep an eye on the teams in the backstage dressing rooms for excessive noise)
- If a coach requests help with CB curtain or reveals it is your job to assist them. **ONLY OPEN CURTAINS ON THEIR INSTRUCTION** (ask them to be very clear and look you in the eye when they want their curtain open). No other curtains are to be touched by coaches or competitors.
- Keep coaches informed with regards to withdrawals, break times, re-start times, etc. The more information you can impart the smoother the session will run and the better the experience for competitors.
- **ENSURE THE STAGE DOOR LEADING TO THE FOYER REMAINS CLOSED AT ALL TIMES** and that competitors wear shoes and remain fully dressed while walking through the foyer. If a team requires more than one warning notify the Supervisor immediately
- Manage entry and exit of any teams located in dressing room under stage
- Hold teams in the corridor while props are being moved on and off stage. Ensure that props are being moved by people over the age of 18. If you notice anyone under age please notify your supervisor immediately – do not handle the situation yourself.
- Always be polite but firm with your instructions/requests and remember you are a representative of Longbeach and can impact on a club’s competition experience
- **BE PROACTIVE, ORGANISED AND THINK AHEAD**
- Be friendly and professional
- Your position is vital to the timing of our competition

- At the completion of the session assist the Supervisor to tidy up and prepare dressing rooms for the next session (or the next day).
- This role is subject to our confidentiality agreement so you will need to read and sign the paperwork supplied to you by the supervisor at each session you volunteer.
- This role is also subject to 1 profit share point for the club or charity of your choice. Please advise the Volunteer Co-ordinator who you would like to allocate your profit share point to if you haven't already.

*Thank you so much for volunteering your time for Longbeach!*