

# BECOME A VOLUNTEER!



**HORSHAM**  
TOWN HALL

**Gain new skills, meet new people, have fun and be a valued member of the Horsham Town Hall team!**

We are seeking volunteers to be part of the team at the new Horsham Town Hall complex. This facility is a central focus of our community, comprising The Hall, The Theatre and The Regional Art Gallery. The historic 265-seat Wesley Performing Arts Centre makes the suite of performance and event venues.

Full training will be provided for all volunteer roles and experienced staff will always be on hand to support volunteers. We can offer you a great experience in the following roles:

## USHERS

Become an usher at the 500-seat theatre at Horsham Town Hall and the 265-seat Wesley PAC. Give patrons the 'red carpet' treatment by showing them to their seats, assist anyone with special seating requirements and watch over the audience during performances.

Other responsibilities of this role will be to tidy the theatre after events and follow emergency procedures.

## BOX OFFICE

Our Marketing and Box Office Coordinator will be delighted to have you assist with ticket sales one hour prior to performance times. Computer and monetary skills will be an asset to this role.

## GALLERY

Share your passion for our region by welcoming our city's visitors to the Gallery at the front desk. Provide information about our extensive collection by some of Australia's leading artists, as well as our latest exhibitions and public programs. There will also be opportunities to help with launch events and functions. The gallery will need the assistance of volunteers from 11am-4:30pm on Saturdays, 1pm-4:30pm on Sundays and on 'as required basis' for launch events.

**Ushers and Box Office volunteers will be provided with a polo shirt to wear when volunteering at Horsham Town Hall and Wesley PAC.**

## VOLUNTEER TRAINING

Volunteer training will be scheduled throughout the year and we will contact you nearer to inform you of training dates.

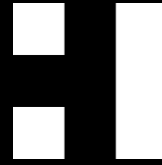
Please note, to participate in our volunteer program you must be at least **15 years of age**. Volunteers between **15-18yrs** will be required to provide the consent of a parent or guardian.

## Have a question?

**Contact us on:** (03) 5362 2888 / [hrag@hrcc.vic.gov.au](mailto:hrag@hrcc.vic.gov.au)

**Please see overleaf for application form.**

# VOLUNTEER APPLICATION FORM



**HORSHAM**  
TOWN HALL

Please tick the appropriate box(es) to indicate your preference(s) and availability. We will endeavour to match your preferences to our volunteer staffing requirements, but cannot guarantee this will always be possible.

## I would like to volunteer in:

The Gallery       The Theatre       The Box Office       No preference

## I am available:

Full days       Half days       Evenings       Weekdays       Weekends

On a regular basis

Please specify what days/times: \_\_\_\_\_

On a 'contact as required' basis

It is a requirement that all our volunteers have undergone a 'Working with Children' police check. Please confirm one of the following:

I already have a valid 'Working with Children' police check

I am happy to undertake a 'Working with Children' police check at the request of Horsham Rural City Council

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I am over 18

I am under 18 and have the consent of my parent/guardian to volunteer at Horsham Town Hall

PARENT/GUARDIAN NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Please complete this form and return to: **Horsham Town Hall, PO Box 906, HORSHAM, VIC, 3402**

Thank you for your interest. We will be in touch shortly!