# THANK YOU SO MUCH FOR YOUR INTEREST IN VOLUNTEERING AT THE ALBANY

# Now that The Albany has secured the funding it needs to develop the empty spaces taken on when the 50 year lease was signed in 2017, we need more volunteers! Towards the end of 2022 all of the new facilities will come on stream, and we need to be ready to meet the challenge.

Our volunteers are organised into Teams. A volunteer can be a member of more than one team – for example, working on the bar sometimes, as an usher, or selling tickets. Although these responsibilities all fall under different Team Leaders, they are all essential for the efficient running of The Albany. **This is about the Events Team**, which is responsible for the successful delivery of events of all types in all our growing number of venues.

# Who are we looking for?

It is important that every volunteer supports our values. These have been developed by our staff and volunteers to reflect what is important to us and the culture we want to nurture. Our 5 Values are: Excellence – Engagement - Creativity - Learning – Integrity. We are looking in particular for people who will help establish these values at the core of everything we do. The full explanation of the Albany's Vision and Mission, our Aims and Objectives, and our Values can be found on our website at <https://www.albanytheatre.co.uk/our-vision-arts-for-life>

Volunteering at The Albany is great fun and a great opportunity to make new friends. A lot of our volunteers have developed new skills and moved into or back into employment as a result – whatever your motivation for volunteering The Albany is truly a land of opportunity!

# What does the Events Team do?

As soon as an event is confirmed, successful delivery becomes the responsibility of the Events Team. There are two components: planning the event, and then ensuring everything goes smoothly on the day. For example, we might expect a large audience for an event in the Main House – for example when Giovanni Pernice visits, we sell out. We need to have enough ushers on duty to make the event safe. We will need to tell the bar team what to expect. For some events, food is made available. Rarely, we employ security staff. Everything has to be planned carefully to ensure successful delivery.

So there are roles in the Events Team for Events Planners, Front of House Managers, Lead Ushers, Ushers as well as vacancies in the Events Leadership Team. If this is of interest, we’d love to hear from you!