



**Events and Volunteer Coordinator | 12 Month Contract  
£2,083 pcm | full time 35 hours per week**

**The Beaufort Theatre & Café Bar**

The Beaufort Theatre, Beaufort, Ebbw Vale, Blaenau Gwent, Wales UK  
Commencing June 1<sup>st</sup> 2023

The Beaufort Theatre is seeking to find an Events and Volunteers Coordinator.  
We aim to employ a coordinator to work with our project teams at the venue.

This role will facilitate the management and recruitment of volunteers within The Beaufort Theatre & Café Bar whilst devising new training programmes for people within the community.  
The coordinator will work alongside the Senior Manager to facilitate and develop new community uses for the building outside of traditional theatre/dance activities.  
The focus of this role is to develop and strengthen the skills and wellbeing of those who are unemployed and economically inactive in the Borough of Blaenau Gwent.

Providing training and up-skilling in the following areas:

Hospitality

Food safety and service training for front of house volunteers including café and bar service

Theatre Craft and Technical Assistance

Technical training for volunteers that would provide the confident skill set to provide technical assistance (sound and lighting) to The Beaufort Theatre technicians during performances, rehearsals and maintenance

Customer Service

Customer service training for theatre ushers, front of house assistants and supervisory roles supporting customers. Providing training to ensure that volunteers are confident in providing support and assistance to guests

Diversifying uses of community spaces

The coordinator will bring more volunteers onto our current volunteer pathways whilst also creating new avenues for volunteering that benefit both the prosperity of the community building and also the long-term prospects of the volunteers in the roles

The successful candidate will be **responsible** for:

- promoting the work of The Beaufort Theatre & Café Bar and FFIN DANCE, its services and volunteer opportunities
- coordinating the volunteers
- managing events and developing opportunities

**Duties to include:**

- promoting volunteering opportunities to local organisations, individuals, schools, colleges, community groups, professional bodies and arts agencies. This can be in various ways including open days, community events and recruitment fairs
- raising the profile of volunteering for The Beaufort Theatre & Café Bar and FFIN DANCE
- coordinating the team of volunteers with regular meetings, mentoring and monitoring the success of the services of the company
- updating regular information and evaluation to the company Artistic Director
- assisting in the review and monitoring of volunteering policies and practice
- supporting other staff who work with volunteers

This is an exciting opportunity for a highly energetic and motivated individual who has at least 3 years previous experience in working with events management and volunteering through theatre-based activity; has a thorough knowledge of the outreach work of FFIN DANCE and who knows the Blaenau Gwent area well.

Applicants will need to have a graduate qualification in Theatre, experience of the hospitality industry, a Food Hygiene certificate and an enhanced DBS. They will also need to be a car owner with full clean driving license.

If you wish to have an informal discussion about this opportunity before applying, please contact **Sue Lewis, Artistic Director FFIN DANCE 07854 910926**

Please submit your CV and expression of interest to Sue Lewis via email **info@ffindance.co.uk** by **May 23<sup>rd</sup> 2023**