



**holden street theatres**

## **Volunteer Application Form Adelaide Fringe 2017**

Thank you for your interest in working with Holden Street Theatres during the Adelaide Fringe 2017!  
Please fill in all answers in the form below and also send a copy of your current CV to  
[hstvenue@gmail.com](mailto:hstvenue@gmail.com) to complete your application.

Our volunteers are an integral part of the successful running of our venue during the Adelaide Fringe and we are excited to receive your application.

To thank our volunteers we make available FREE tickets to all shows at our venue and pass on many benefits from our sponsors! We look forward to hearing from you and working with you soon! If you are under 18 please ensure your parent or guardian signs this document and is aware of your commitment. If they have any questions, please feel free to have them contact our office!

### **Personal Details**

First name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Do you hold a current car driver's licence? \_\_\_\_\_

Do you have any medical conditions or limitations (diabetes, back injury etc) that we should know about, to assist us in your safety and well being? *(Please note this is an optional question)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Emergency contact details**

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone \_\_\_\_\_

## **Experience**

Please describe your previous experience working in theatre/festivals (if any)

*Don't worry if this will be your first festival or time working within a theatre environment, you can sell your skills in the next question.*

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What can you bring to the Holden Street Theatres family? Describe your skills, experiences, interests or anything that will help us to put you in the appropriate roles!

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Why do you want to work for Holden Street Theatres for the 2017 Adelaide Fringe?

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## **Availability**

Ideally, we would like all volunteers to commit to working 2 shifts per week for the duration of the Fringe. This might not be possible in all cases but please specify which 2 days per week would best suit you. We would love it if you want to work more than 2 days but understand if you cannot.

Shifts vary in duration from 3-8 hours with appropriate breaks given. Our earliest shift starts at 9:00am and the latest shift finishes at 11:30pm but this isn't every day. Start and finish times change day to day so make a note of specific times if you need to. Our busiest times are the weekends and often we need double the staff.

- **Induction & Working Bees**

Induction will be approximately 2 hours. We also have a lot of work to do preparing and setting up the venue in the lead up to the season. Are you available to help us? **Yes/No**

Wednesday 25 Jan	Induction 6pm	
Saturday 28 Jan	Induction 10am	
Saturday 4 Feb	Working Bee	
Sunday 5 Feb	Working Bee	
Saturday 11 Feb	Working Bee	
Sunday 12 Feb	Working Bee	

- **Fringe Season – Tuesday 14 Feb to Sunday 19 Mar**

	Day	Evening	Time Restrictions
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Maximum Number of shifts you can do per week \_\_\_\_\_

Are there any specific dates you are unavailable to work?

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**Positions**

**Please circle your preferences below**

- Front of house assistant
- Front of house team leader
- Box office assistant
- Street Team
- Public Relations
- Production Assistant

**Experience & skills**

**Please indicate your areas of skill by circling below**

- |                                |                         |
|--------------------------------|-------------------------|
| Organisation                   | Customer service        |
| Communication                  | Displays                |
| Reception/telephone            | Sound engineering       |
| Word processing                | Lighting                |
| Data entry                     | Stage management        |
| Public relations/media liaison | Front of House/Ushering |
| Information desk               | Artist liaison          |

**Relevant Education and Qualifications**

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**T Shirt Size**

All staff are provided with a Holden Street Theatres T shirt. Please circle your size below:

XSmall / Small / Medium / Large / XLarge / XXLarge

**How did you hear about this opportunity?**

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**SIGNATURE**

By returning this form, I understand that I will receive no financial compensation in exchange for my volunteer work.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_

If you are under 18, please have your parent or legal guardian sign the declaration below:

By signing this document, as the parent or legal guardian of \_\_\_\_\_, I give my consent to he or she being involved in a volunteer position for the Holden Street Theatres during the Adelaide Fringe 2017.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship to volunteer** \_\_\_\_\_

For further information please ring 08 8223 1450, email or visit [www.holdenstreettheatres.com](http://www.holdenstreettheatres.com)

**THANKS FOR JOINING HOLDEN STREET THEATRES ADELAIDE FRINGE 2017. WE LOOK FORWARD TO HAVING YOU ON BOARD!**