



## **Volunteer Steward**

### **Role Description:**

1. In the event of an emergency to evacuate the building in line with emergency evacuation procedures.
2. Set up the venue in preparation for the audience
3. Greet audience upon arrival
4. Check tickets (tear and keep track of numbers attending performances, these should be noted at box office on commencement of the show).
5. Direct audience members to their seats
6. Sell any relevant programmes or merchandise
7. To monitor the auditorium door during performances as required
8. Deal effectively with latecomers and other audience related enquiries
9. Assist any customers with special needs, ensuring evacuation needs are considered.
10. To clear and tidy venue at the end of the performance.
11. To be vigilant at all times, with regard to the safety and security of customers, volunteers and staff. Alerting the Management of any issues quickly and clearly.
12. To help with marketing and positive promotion of Pavilions Teignmouth.