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| **Role Title** | Community Cinema Volunteers (5-6 per showing) |
| **Location of position** | St James’ Community Centre or Town Hall, Morpeth |
| **Responsible to** | Arts & Culture Director (Frank Rescigno) |
| **Purpose/ summary of role** | To help to provide all customers with an enjoyable and safe experience during their visit to the community cinema. |
| **Time Commitment** | **Monthly on a Friday between 6.00pm – 9.00pm approx.** |
| **Key Tasks** | 1. Distribution of posters to advertise the event.
2. To aid the safe entry and evacuation of all customers to and from the Town Hall.
3. To ensure that all customers receive good customer service.
4. To sell tickets, give out reserved tickets and staff entry doors.
5. To help set up technical equipment including: erect the large screen, speakers, wiring, projector, DVD player and sound system (dependent on venue).
6. To observe customers during the performance, and report any problems to the lead volunteer.
7. To sell / serve refreshments when provided.
8. To check the hall for lost property and litter after the performance.
9. To help to tidy away technical equipment at the end of the showing.
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| **Training Provided** | **Technical training will be provided.**  |
| **Reimbursement of expenses** | **Not provided for this role** |
| **Benefits to volunteer** | **Meet large number of local residents.****Involvement with a team of volunteers****Learn how to set up and show a film to a public audience****Opportunity to see the monthly film**  |
| **Application Procedure** | **🗆 Registration Form 🗆 Informal Interview****🗆 Reference 🗆 Trial Period** |
| **Contact Information**  | **Frank Rescigno, c/o** **info@gmdt.org** |