

# BECOME A VOLUNTEER!



**HORSHAM**  
TOWN HALL

## Gain new skills, meet new people, have fun and be a valued member of the Horsham Town Hall team!

We are seeking volunteers to be part of the team at the Horsham Town Hall complex. This facility is a central focus of our community, comprising The Hall, The Theatre and The Regional Art Gallery.

Full training will be provided for all volunteer roles and experienced staff will always be on hand to support volunteers. We can offer you a great experience in the following roles:

To show our gratitude volunteers earn points for every hour volunteered which can be used for special events or performances at the venue. Conditions apply.

### USHERS

Become an usher at the 500-seat theatre at Horsham Town Hall and give patrons the 'red carpet' treatment by showing them to their seats, assist anyone with special seating requirements and watch over the audience during performances.

Other responsibilities of this role will be to tidy the theatre after events and follow emergency procedures.

**Ushers will be provided with a polo shirt to wear when volunteering at Horsham Town Hall and Wesley PAC.**

### GALLERY

Share your passion for our region by taking our patrons for gallery tours in the gallery on Wednesday's and Saturday's.

Provide information about our extensive collection by some of Australia's leading artists, as well as our latest exhibitions and public programs. There will also be opportunities to help with launching events and functions.

### VOLUNTEER TRAINING

Volunteer training will be scheduled throughout the year and we will contact you nearer to inform you of training dates.

Please note, to participate in our volunteer program you must be at least **15 years of age**. Volunteers between **15-18yrs** will be required to provide the consent of a parent or guardian.

### Have a question?

**Contact us on:** (03) 5382 9555 / [boxoffice@hrcc.vic.gov.au](mailto:boxoffice@hrcc.vic.gov.au)

**Please see overleaf for application form.**

[horshamtownhall.com.au](http://horshamtownhall.com.au)

# VOLUNTEER APPLICATION FORM



**HORSHAM**  
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Please tick the appropriate box(es) to indicate your preference(s) and availability. We will endeavour to match your preferences to our volunteer staffing requirements, but cannot guarantee this will always be possible.

## I would like to volunteer in:

☐ The Gallery ☐ The Theatre ☐ No preference

## I am available:

☐ Full days ☐ Half days ☐ Evenings ☐ Weekdays ☐ Weekends

☐ On a regular basis

Please specify what days/times: \_\_\_\_\_

☐ On a 'contact as required' basis

For all of our volunteers over the age of 18, it is a requirement that they have undergone a 'Working with Children' police check. Please confirm one of the following:

- ☐ I am over 18 and already have a valid 'Working with Children' police check
- ☐ I am over 18 and agree to undertake a 'Working with Children' police check at the request of Horsham Rural City Council
- ☐ I am under 18. My parent/guardian has provided consent, below, for me to volunteer at Horsham Town Hall:

PARENT/GUARDIAN NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

VOLUNTEER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please complete this form and return to: **Horsham Town Hall, PO Box 906, HORSHAM, VIC, 3402** or email to [lachlan.freijah@hrcc.vic.gov.au](mailto:lachlan.freijah@hrcc.vic.gov.au)

Thank you for your interest. We will be in touch shortly!

[horshamtownhall.com.au](http://horshamtownhall.com.au)