

THE LONDON HORROR FESTIVAL 2018 VOLUNTEER BRIEF

Passionate about theatre? Love horror? **Volunteering at the London Horror Festival** is a perfect opportunity to see some of the UK's best and upcoming live horror performances first-hand! If you like meeting new people and learning new skills, then we'd love to hear from you. Volunteering at the LHF is a great way to gain valuable hands-on experience in arts management and to see how a theatre festival works.

Friendly, diligent and approachable volunteers are an integral part of the day-to-day running of any fringe theatre festival. Not only do they keep us well-oiled during technical rehearsals and performances, as well as periodically running the box office, they are often the first port of call for all enquiries to the theatre. Volunteers will receive full training and also have the opportunity to see shows (if not sold out at close of doors) for free while working. **All volunteers must be aged 18 and above.**

We will have new companies and artists joining us nearly every day so the more availability you can offer between **Sunday 7th October – Saturday 3rd November 2018**, the better!

Responsibilities will include:

Welcoming performers and crew at their technical get-in, giving them a tour of the space, demonstrating the opening and closing procedure, advising them on health and safety regulations (including keeping the space clean and fire escape routes clear), ensuring they respect their get-in and get-out times, helping to troubleshoot any issues that may arise and settling the company into the venue.

Chatting to potential audiences by distributing posters/flyers/programmes around London and to local businesses in Islington. Familiarising yourself with the show schedule so that you can offer audience recommendations.

Updating our social media accounts (Twitter, Facebook and Instagram) in the run-up to and during the festival (show countdowns, ticket links, photos, trivia, etc).

Answering audience queries, selling tickets and running the Box Office 30 minutes before each show start. Liaising directly with the visiting companies via the ORL Box Office email, checking their comp requests and ensuring audience capacity does not exceed 60. Offering support to help shows start on time.

There may be opportunities for stage management, ushering and technical assistance (this will be dependent on the visiting companies' crew requirements).

Making a fuss of super-friendly permanent Theatre resident, the Old Red Lion's much-loved boxer dog, Rolo.

If you're interested in volunteering then please email Katy on londonhorrorfestival@gmail.com attaching your CV and explaining why you'd like to be involved, when you're available and any particular interests you have.

We look forward to hearing from you!