



STEWARD

GENERAL DUTIES/RESPONSIBILITIES

- To wear (mainly) black and look clean and presentable.
- To be present at the Staff Briefing (time to be advised) to understand the nature of the event and any event-specific requirements.
- To assist with the clearing up process at the end of the performance (approx.1 hour) – unless otherwise agreed with management in advance.
- No smoking, eating, chewing gum or using phone whilst on duty.
- NO swearing whilst in the Church.
- To be friendly, helpful and act as a good representative of Revelation at all times.

JOB SPECIFIC DUTIES/RESPONSIBILITIES

- To assist the audience with finding a seat, directing to toilets/bar/exit and especially to assist disabled/wheelchair users as necessary.
- To ensure fire route is kept clear of any inanimate object.
- To notify management of any spillage.
- To keep an eye on the audience for any potential disputes or problems and inform management.
- To ensure audience comply with artists' requirements regarding photography/filming.
- No specific skills are required apart from a general friendliness and willingness to help.

Training will be provided as and when necessary to volunteers.

Duties may vary due to the nature of the event but this will always be discussed in advance with the volunteer.

Please also see our Volunteer Policy.