



# **JOB DESCRIPTION**

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**Position: Theatre A/V Attendant Volunteer**

**Department: Old Town Hall Theatre**

**Reports to:**

**Purpose:** The Theatre A/V Attendant Volunteer supports performers with basic audio/visual assistance during theatre performances, film screenings, presentations, concerts, and community events at the Old Town Hall Theatre.

This role is ideal for individuals interested in technology, theatre production, music, or live events.

## **Key Responsibilities:**

- Assisting with microphones, speakers, projectors, and presentation equipment
- Helping prepare theatre or event technical equipment before events
- Assisting with film screenings or presentations
- Supporting performers or presenters with technical needs
- Monitoring sound or visual equipment during events under staff supervision
- Assisting with equipment set-up and take-down
- Fixing technical issues
- Perform duties as assigned by designated staff

## **Health and Safety Responsibilities:**

Volunteers must comply with all Health and Safety Policies and Practices for this opportunity.

Volunteers must comply with the Occupational Health and Safety Act, and all Health and Safety Policies and Practices of the Town of Aylmer.

Report any contravention of the OHSA or Regulation or the existence of any hazard of which he or she is aware and report to his or her supervisor.

Volunteers must not operate equipment/machinery without being given the proper instruction and authority.

Volunteers must not use or operate any equipment, machine, device or thing; or work in a manner that may endanger himself, herself or any other worker.

A volunteer must not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Volunteers must consistently apply skills and knowledge attained in health and safety training.

**Qualifications:**

- Reliable and punctual
- Interest in theatre, music, or audio/visual technology
- Strong attention to detail
- Comfortable learning technical equipment and procedures
- Able to remain calm in live-event environments
- Willingness to learn and follow instructions carefully