

# M MILLER VOLUNTEERING

# VOLUNTEERING AT THE MILLER



# VOLUNTEERING

# AT THE MILLER

---

<b>Art Display Coordinator</b>	<b>Page 1</b>
<b>Bar &amp; Bar Stock Taking</b>	<b>Page 1</b>
<b>Box Office</b>	<b>Page 1</b>
<b>Film Club</b>	<b>Page 1</b>
<b>Friday Coffee Morning</b>	<b>Page 2</b>
<b>Front of House</b>	<b>Page 2</b>
<b>Marketing/Publicity</b>	<b>Page 2</b>
<b>Outings</b>	<b>Page 2</b>
<b>Prompting</b>	<b>Page 3</b>
<b>Props</b>	<b>Page 3</b>
<b>Set Build</b>	<b>Page 3</b>
<b>Set Design &amp; Painting</b>	<b>Page 3</b>
<b>Sewing Group</b>	<b>Page 4</b>
<b>Sound &amp; Lighting</b>	<b>Page 4</b>
<b>Stage Manager</b>	<b>Page 4</b>
<b>Wardrobe</b>	<b>Page 4</b>

This brochure contains volunteering opportunities with a brief description of what the roles involve and when they can be carried out - during the day or evening.

## What happens at the Miller?

It runs a community theatre producing up to nine plays a season - our season runs from September to July and each play runs for 10 performances.

During the day the Miller also runs a wide range of activities - including Pilates, Poetry, Table Tennis and there's a Saturday Ukulele group.

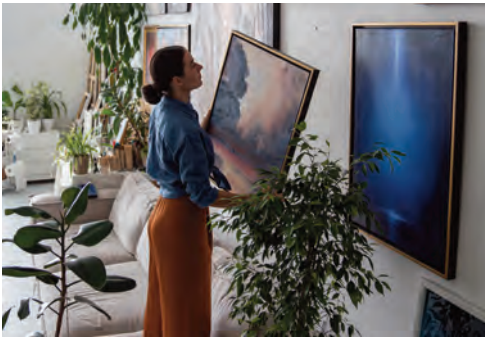
Volunteers help support and run the Theatre and the daytime Leisure Activities.

Volunteering opportunities are varied - some involve just a few hours each month others can take more time - the important thing is each volunteer decides how much time they can give and most importantly do something they enjoy.

## Member volunteer benefits

We value our volunteers and offer benefits to member volunteers to demonstrate this.

- Discounted theatre tickets
- Discount at the licenced bar
- Free daytime leisure activities
- An annual Volunteer celebration



## ART DISPLAY CO-ORDINATOR

Liaise with local community art groups (on a rota), ensure the art group provide and display their artworks in the Gallery and at the end take them down. Artworks are on display for two months over two show runs. Artworks are sometimes available for sale at the Box Office.

DAYTIME



## BAR & BAR STOCKING

Generally working in pairs selling alcoholic & non-alcoholic drinks pre-show and during the interval, handling cash & using card reader.

EVENING

Stock - assisting in the ordering of stock and keeping the bar fully stocked for each show.

DAYTIME



## BOX OFFICE

Using a computerised ticket booking system, selling tickets to personal and phone callers, exchanging tickets, handling cash, taking payment using a card reader 10-1pm Mon - Sat.

DAYTIME



## FILM CLUB

Serving refreshments before the film starts, helping people to their seats, normally there are nine films per year.

EVENING



## FRIDAY COFFEE MORNING

Meet and greet attendees for an informal group chat over tea and biscuits. Collect cash payments.

DAYTIME



## FRONT OF HOUSE

A meet and greet role that includes: checking tickets, directing people to their seats, selling programmes, ice cream, tea & coffee, taking payment handling cash & using a card reader. Each Front of House leader will lead on fire evacuation in the case of an emergency.

EVENING



## MARKETING & PUBLICITY

Producing copy to advertise the Miller, sourcing sponsorship, promote shows and events online and at local community opportunities. Sell advertising space in show programmes.

DAYTIME



## OUTINGS

Help plan 3 or 4 outings a year to National Trust properties/gardens or other place of interest and the coast. Involving advertising, taking payments, coach bookings and liaising with the venue.

DAYTIME



## PROMPTING

Prompting at rehearsals and occasionally at shows. This can be a shared role.

**EVENING**



## PROPS

Sourcing and making props for shows, attending evening and Sunday afternoon rehearsals.

**EVENING**

During the show, getting everything ready on stage and be on hand to support the cast during each performance.

**DAYTIME**



## SET BUILD

Making scenery, furniture and props for shows, then fitting up and taking down stage sets. Occasional Sunday morning sessions to take down sets.

**DAYTIME**



## SET DESIGN & PAINTING

Liaise with the Director and make a miniature of the set to scale.

**DAYTIME**

Painting flats and other set components in line with the director/designer's wishes, some scenic painting if suitably skilled.



## SEWING GROUP

Working with directors and designers to make, adapt or repair costumes, curtains and soft furnishings for shows.  
Three hours Wednesday morning.

DAYTIME



## SOUND & LIGHTING

Working with the lighting designer to fit lamps in place, connect to the rig, make them safe and focus on correct part of the stage. Sound also involves working with the designers and in collaboration with each other to source sound clips to create the right audio environment for the play to work.

DAYTIME & EVENING



## STAGE MANAGER

Working with the director and cast to ensure that each show runs smoothly, lighting & sound cues happen on time and the cast is kept safe.

EVENING



## WARDROBE

Helping the public, schools and other theatre companies to choose costumes to hire, advising on what's appropriate for different periods/styles. Saturday morning three hours. Checking hired costumes in and out, handling cash and using a card reader. Working with individual Miller directors to costume our shows.

DAYTIME & EVENING

You're never alone as a volunteer often working in small teams. Training for each role is provided and shadowing someone experienced in the role to support you.

There are three committees overseeing the running of the Miller

## MILLER TRUST

**Trust Committee** – owns the buildings and is responsible for the maintenance and upkeep of the building. It licences use of the building to the Theatre Company and The Club and includes two separate buildings housing the theatre, studio, wardrobe and fully equipped workshop.

## MILLER CLUB

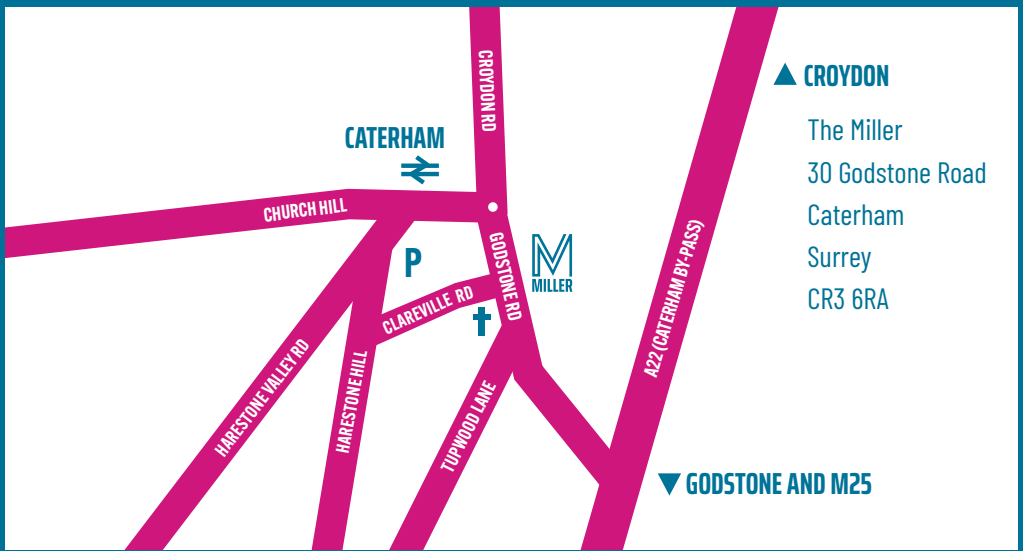
**Club Committee** – ensures the effective running of several daytime leisure activities. Also, supports the Theatre Company and manages a cohort of volunteers covering every aspect of running a community facility and theatre. Produces regular newsletter Club News.

## MILLER THEATRE

**Theatre Committee** – ensures the smooth running of each production, each running for ten performances. This includes auditions and rehearsals and the production of a regular newsletter On Stage.

There are sub committees. They each ensure the efficient running of the Miller and existing volunteers interested to serve on a committee are always welcome.

For an informal chat and to find out more about volunteering contact  
Helena our volunteer coordinator on  
[volunteers@themiller.net](mailto:volunteers@themiller.net) or phone the Box Office on 01883 349850  
and leave her a message (Box Office open Mon to Sat, 10am to 1pm).



**By car:** daytime parking is available in Morrisons Church Walk car park for up to 3 hours maximum. The entrance is in Harestone Valley Road. If you park at the far end of the roof level, there are steps down to Clareville Road and then a level walk to the Miller opposite St John's Church. There is on-street parking locally, but generally for a maximum 60 minutes.

**By train:** we are close to Caterham station on the Caterham branch from East Croydon and Purley. Change at East Croydon or Purley onto a train to Caterham Station.

**By bus:** routes 400, 407, 409, 411 and 434 all serve Caterham.

**M**  
**MILLER**  
**VOLUNTEERING**