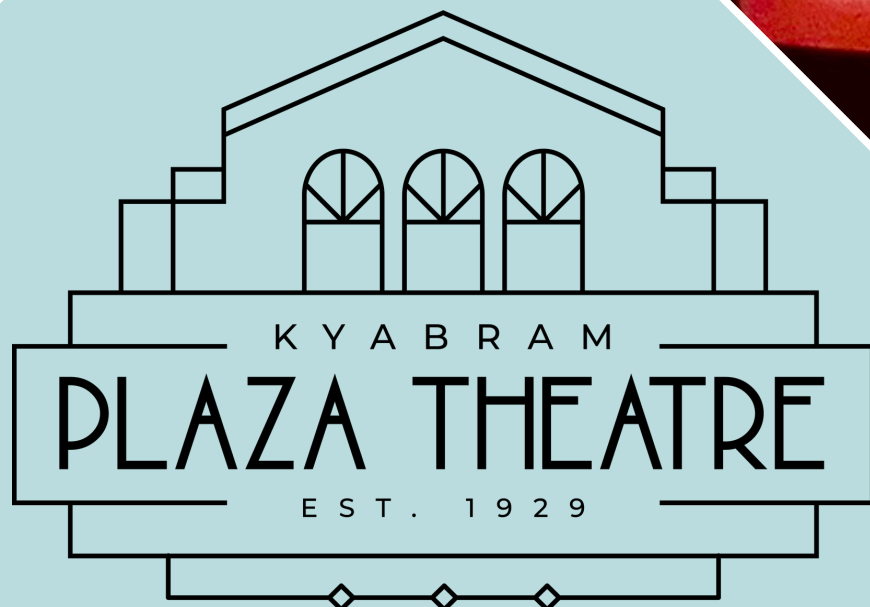


VOLUNTEERING AT THE PLAZA THEATRE



Volunteering at the Plaza Theatre

HISTORY OF THE PLAZA

The Kyabram Plaza Theatre is a beautiful, historic theatre, originally built in 1929 as a flat floor picture theatre and dance hall with a dress circle balcony. Over time it had different uses until, in the 1970's, it was closed completely and fell into disrepair. In the 1980's the Youth Group, and other interested community members approached the owners with the idea of renewing the theatre and bringing it back to life. There were many volunteer hours put in by locals and tradespeople to bring the theatre to what it is today, with many of the original features still intact.

Today the theatre is 100% run by volunteers and we are very proud of the facility.



VOLUNTEERING REQUIREMENTS

Volunteers are the most important role in our organisation and volunteers carry out four core roles - Projection, Ushering, Ticketbox and Kiosk Sales.

To be a volunteer at the Plaza you need to

- Be aged 16 years and above
- Hold a current Working with Children Check, identifying Kyabram Plaza Theatre as one of your linked organisations.

Volunteers receive training in each of these areas and undertake a number of shadow shifts prior to being rostered to manage their allocated task within the Volunteer team on the night.

Volunteers are rotated through these roles across our bi-monthly rosters, receiving 2 – 3 rostered shifts across the three months. We screen movies regularly on Saturday and Tuesday nights, have matinee screenings during the school holidays and have various other live performance bookings on other days/nights.

All volunteers are provided with a Plaza Theatre shirt to wear to their shifts.



Volunteering at the Plaza Theatre

VOLUNTEER ROLES

As a volunteer at the Plaza Theatre there are multiple roles in which you can assist

General Plaza Theatre Volunteer

A general plaza volunteer includes the tasks of Ushering, Ticketbox and Kiosk.

Usher, tasks include

- Collecting tickets from movie patrons
- Supervising the movie screening from within the Theatre.
- Supporting patrons throughout the movie with light if they leave the Theatre.
- Tidying theatre and emptying bins at the end of the movie

Time requirement - Arrive 30 minutes prior to the movie and depart after clean up of the Theatre along with the Projectionist.

Ticketbox, tasks include

- Sell tickets to Patrons through EFTPOS and cash sales.
- Balance the till.
- General tidy up around kitchen area.

Time requirement - Arrive 30 minutes prior to the movie and depart approximately 30 minutes after movie has commenced.

Kiosk, tasks include

- Set up movie snacks to be sold.
- Sell movie snacks to patrons through EFTPOS and cash sales.
- Balance the till at the end of the shift.
- General tidy up around kitchen area and restock fridge. .

Time requirement - Arrive 30 minutes prior to the movie and depart approximately 30 minutes after movie has commenced.

Projectionist, tasks include

The Projectionists have an important role of using the Projector to play the Advertisements, Trailers and Movie. They are also there to support the Kiosk, Ticketbox and Ushering roles. They play an important role of acting as supervisors in the event of an incident occurring at the Plaza.

Time requirement - Arrive 40 minutes prior to the movie and depart approximately 20 minutes after movie has concluded.

Committee member

The committee meets monthly on the second Wednesday of each month at 7:00 pm. Committee members have portfolio areas they focus on.

Volunteering at the Plaza Theatre

LIVE EVENTS

We host a number of Live Events at the Plaza and require volunteers to be rostered on in a variety of roles from Ushering, Kiosk and Ticket sales.

For live shows Volunteers are required to wear Black Pants and your Plaza shirt.

Volunteers are required to arrive 45 minutes prior to the event.



MOVIE FUNDRAISING EVENTS

On some occasions we host a Movie Fundraiser where the group provides refreshments to patrons who purchase a Fundraising Ticket through them. On these occasions volunteers who are rostered on for Ticketbox and Kiosk are required to assist with setting up and packing up this and remain until the end of the night.



WHAT IF I CANT MAKE MY SHIFT

We understand that everyone has other things on so if you can't make your shift you must arrange a swap/replacement. It traditionally is easy to arrange a swap. Volunteers are provided a contact list of all other volunteers and there is a private Facebook Group for people to arrange swaps.

APPRECIATION OF YOUR TIME

In most volunteer situations there are no tangible rewards, but at the Plaza we are able to offer complimentary entry to movies for those who are active volunteers listed on the roster and, for their partners and school age children.

WHAT IS MY NEXT STEP

If you are interested in becoming a volunteer please complete the following Volunteer Form and send it through to kyabramplazatheatre@gmail.com

If you require any further information please contact
Volunteer Coordinator - Alma Limbrick 0417 184 527
Chairperson - Carmen Nicholson 0438 252 046
Vice Chairperson - Lisa Ratcliffe 0419 112 540

Volunteer Form

Effective from 12 July 2025

Name

Address

Email

Mobile Phone

WWC Number

WWC Expiry

I am interested in being one of the following

General Volunteer (Ticketbox, Kiosk and Usher)

Projectionist

Committee Member

In appreciation of the time you give to the Plaza Theatre, you receive complimentary entry to any movie screening. This is also extended to your immediate family. Please provide the following information

Name of Partner that lives with you (if any)

Name of school-aged children that live with you (if any)

Name

D.O.B

Name

D.O.B

Name

D.O.B

Name

D.O.B

The Plaza runs regular movies on Saturday and Tuesday evenings. Sometimes there are daytime bookings.

Please indicate the days and times that you work so we are aware of your availability for daytime bookings.

Monday

to

Friday

to

Tuesday

to

Saturday

to

Wednesday

to

Sunday

to

Thursday

to

Please provide any other information you consider relevant to your availability

THANK YOU FOR VOLUNTEERING