



The Crescent Theatre is an established and key venue in Birmingham and is an important part of the local arts scene.

Operating from our purpose built theatre, situated on Sheepcote Street, we are in the unique position of having our own resident in-house company whilst also playing host to a myriad of amateur operatic societies and professional companies. Our modern 300+ seat theatre, intimate studio space and well appointed bar (all with extensive technical facilities) offer great flexibility of performance space to all.

As one of Birmingham's oldest theatre companies, we have been entertaining audiences with all things theatrical for over 80 years. The strong tradition of creating quality theatre is at the heart of The Crescent and our artistic intent is underlined by our policy of producing seasons of well-known classics woven with a blend of new and innovative works for audiences in the Midlands.

At the cornerstone of The Crescent is the membership and without their dedication our theatre could not exist. Members, past and present, have demonstrated a commitment that should not be forgotten and their enthusiasm has brought the company far as we continue to strive for excellence in pursuit of the arts. In return, The Crescent provides opportunities for members to experience, learn and develop their interests and skills in theatrical arts at the very highest level.

The Crescent Theatre Company has also developed new ways to bring theatre to the surrounding area by way of Crescent Events. Our Summer Tour and the immensely popular Christmas Wassail, in addition to projects such as Safe Haven and Crescent Futures, really do bring you Closer to the Action and the Action Closer to you.

All this along with Crescent Cinema, Crescent Youth Theatre and so much more is achieved without any funding from the local authority or arts council. So, in addition to the more traditional aspects of theatre, we have had to diversify to survive. As part of our hire operation, we provide everything from Costume, Furniture, Props and Set Hire to Corporate Meeting Space, Conference Space and Rehearsal Space. We are also constantly fund raising to enable us to keep the theatre going for future generations, and for the benefit the hundreds, if not thousands, of people who will enjoy The Crescent for many years to come.

At The Crescent we embrace change and have a strong desire to expand and develop in the future. We have never been shy to innovate, keep up with current trends and find new ways of engaging with our audiences. Why not check us out on Twitter and Facebook? And now you can even get The Crescent In Your Pocket by downloading our App, available for Android and iOS.



The Possibilities are Endless...



Henry V 2016

When you join The Crescent you open up a world of opportunity. Whether you are a seasoned performer or just fancy trying something you've never done before there is plenty on offer to all.

Once you have submitted your application form you will be invited to an induction and tour of the theatre, during which we will discuss with you any areas you're particularly keen to experience, such as Properties or Costume, Lighting or Sound design. We will then pass your details on

to the relevant Head of Section who will be in touch to get you started. However once you are a member the world (or at least the theatre) is your oyster! So if you initially joined because you like to serve coffee, but then discover a yen for Lighting Design you can always contact the section head and have a go.

During your induction we will also cover the vital "Front of House" opportunities and encourage you to get straight in and sign up. This is a great way of getting to meet the staff and other members and seeing what we're all about, as well as supporting the theatre and all of the companies that perform here

At your induction, you will receive your membership card, which doubles as an ID badge and will grant you access to the building.

You can also purchase a personalised Crescent branded Name Badge for £3, just ask at Box Office.



Oliver! The Musical 2017

We like to keep our members updated via a weekly email with Front of House availability, audition details, members for members events and lots more. You will also be invited to join our Facebook Members group, which serves as a forum for all members to keep in touch and share news, thoughts and information.



The Lady in The Van 2016

Volunteer Policy

Part 1, the organization

Your role as volunteer is described in section 2.3, Grades of Membership and starts on the date you join. This work is designed to help maintain the day-to-day operation of the Crescent Theatre. The Crescent Theatre commits to the following:

1.1, Induction and Training.

- To provide orientation to the Crescent Theatre through a New Member Induction Meeting and Tour, providing information on the building, the structure of the Theatre Company and Management, Health and Safety and your rights and obligations as a Member based on your grade as prescribed in section 2.3, Grades of Membership.

1.2, Supervision, Support and Flexibility.

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To do our best to help you develop your volunteering role with us.

1.3, Expenses.

- There are no expenses offered under any circumstances, with the sole exception of subsidized car parking in the BrindleyPlace car park, see section 2.4, Car Parking

1.4, Health & Safety

- To provide adequate training and feedback in support of our Health and Safety Policy, a copy of which is available from the admin office, box office, or the Members Manager.

1.5, Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorized by us, based on your current Membership Grade.

1.6, Equal Opportunities & Accessibility

- To ensure that all volunteers are dealt with in accordance with our Equal Opportunities Policy, a copy of which is available from the admin office, box office, or the Members Manager.
- To ensure that any members with any disability or specific needs are furnished with any and all assistance required in accordance with our Inclusion Policy.

1.7, Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.
- In the event of an unresolved problem, to offer the opportunity to state your case to the Board of Management.

Part 2: the volunteer

2.1, Volunteer Commitments

I agree:

- To help the Crescent Theatre fulfil its services to both it's customers and it's membership
- To perform my volunteering role to the best of my ability
- To follow the organisations procedures and standards, including Health and Safety and Equal Opportunities policies, in relation to both paid and unpaid staff and clients
- To maintain the confidential information of the organization and its clients
- To meet time commitments and standards agreed to and, when this is not possible, to give reasonable notice so other arrangements can be made
- To provide referees as required who may be contacted and to agree to a criminal record check where deemed necessary by the Management
- To fulfil the required number of front of house duties per membership year based on the requirements of my Membership Grade
- To provide updated contact information as necessary

This agreement is binding in honour only, and is not intended to be a legally binding contract between you and us and may be cancelled at anytime at the discretion of either party. Neither you nor the Board of Management intends any employment relationship to be created either now or at any time in the future.

2.2, Volunteer Agreement

Volunteers and Members are an important and valued part of the Crescent Theatre. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what we expect from you and what you can expect from us, and what we hope to get from you. We aim to be flexible, so please let us know your suggestions and we will do our best to consider them.

2.3, Grades of Membership

Friend

Front of House: commitment to at least 10 'points' (see 2.5) per membership year and/or work on set construction.

Annual Subscription £0

Full Member

Entitlement to take part in productions (onstage & backstage)

Front of House: commitment to at least 10 'points' (see 2.5) per membership year

Extra Insurance cover over and above public liability insurance

Opportunities for training in different theatrical disciplines

Includes Limited Company Membership unless you opt out:

Entitlement to attend and vote at the AGM

Eligible for nomination for election to Board of Management after one year as Full Member

Receive copy of the Accounts

Annual Subscription £60

Concessions (60+/Student/Unwaged) £25

Youth Theatre Attend Youth Theatre Sessions (weekly during term time)

Take part in annual production

Theatrical performance training and experience

Eligible to serve on Youth Theatre Steering Committee

Subscription £45/term or £120/school year

Payment must be made via the Box Office in person or on the phone before your membership will be processed.

2.4, Car Parking

As a Member of the Crescent Theatre you are able to access the subsidised car park facility at BrindleyPlace. Car park tickets can be purchased at the box office and cost £2.00.

On arrival take a ticket from the entry barrier; subsidised car park tickets must be used to exit the car park. Do not put subsidised tickets into the payment machines.

Subsidised car parking **cannot** be used when watching a show as an audience member; they are for use only when carrying out a front of house duty, rehearsing, performing, working backstage, set building, etc. Tickets are subject to availability and cannot be bought in bulk (Max 2 tickets per member, per day).

2.5, Front of House Duties.

Depending on your Membership Grade, you are required to acquire 10 FoH 'points' in your membership year. FoH duties are:

Steward (1 point) – check audience tickets, sell programmes and ice creams

Coffee (1 point) – serve audience from Coffee Bar

Bar (Half* = 1 point / Full = 2 points) – serve audience from Main Bar

* Bar duties can be split into two halves:

1st half equates to 1 hour prior to the start of the earliest performance to after the final interval has finished

2nd half equates to before the start of the first interval to the end of the night

If booking the 2nd half bar please call box office on 0121 643 5858 to find out what time you should arrive.

Duties performed on Friday Evenings, Saturdays and Sundays are also rewarded with a voucher for a free ticket to any Crescent Theatre Company production (excluding the Christmas Wassail).

A commitment of just one afternoon or evening a month will allow you to fulfil your FoH commitment. Please note that 5 full bar shifts equals a total of ten points.

2.6, Zero Tolerance

The Crescent Theatre has a zero tolerance policy in respect of aggressive verbal or physical behaviour, drug and alcohol abuse either on the premises or prior to attending the Theatre. Any such behaviour, or reasonable suspicion of such behaviour may result in the immediate ejection from the premises, termination of your membership and a lifetime ban from the premises.

THE CRESCENT THEATRE LIMITED EXTRACT FROM THE MEMORANDUM OF ASSOCIATION

4. The income and property of The Crescent whencesoever derived, shall be applied solely towards the promotion of the objects of The Crescent as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit to the members of the Crescent. Provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of The Crescent in return for any services actually rendered to The Crescent nor prevent the payment of interest at a reasonable and proper rate on money lent or reasonable and proper rent for premises demised or let by any member of The Crescent.

5. The liability of the Members is limited.

6. Every member of The Crescent undertakes to contribute to the asset of The Crescent in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of debts and liabilities of The Crescent contracted before he ceases to be a member, and of costs, charges and expenses of winding up and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required not exceeding thirteen pence (13p).

7. If upon the winding up or dissolution of The Crescent there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of The Crescent but shall be given or transferred to some other society, institution or organisation having objects similar to the objects of The Crescent, and which is established for charitable purposes only.

All costs, information and details herein are correct at time of printing and are subject to change without prior notice.

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Membership Application Form

Office Use Only			
Date application received	/ /	FM Membership N°	
Membership level	Full / Con / FoH	NOTES	
Payment Date	/ /		
Processed on Spektrix and Filemaker	/ /		
Induction email sent	1 2 3		
Induction booked	/ /		
Membership Card Issued	/ /		
Invited to Facebook Group	/ /		

Please attach a
passport size
photograph here

Personal Details:

This paper record of your personal information is kept at The Crescent Theatre. Data is also stored on a computer database at the same address. The information provided here, except your address, is made available to theatre members so that they may contact each other. It is not sold or otherwise made available to any outside organisation.

Title		Address	
First Name			
Surname			
Also Known As			
Landline		Postcode	
Work		Date of Birth	
Mobile		Gender	Male <input type="checkbox"/> / Female <input type="checkbox"/>
Email			
How did you hear about us?			

Accessibility:

Please record here details of any disability or specific needs for which you may require assistance and which you would wish to draw to our attention.

Please note that this information is required solely to enable us to ensure your individual needs are met and will not have any bearing on your application to become a member of The Crescent.

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Areas of Interest:

Please record some initial areas of interest and current level of experience (1 – very experienced; 2 – some experience; 3 - keen to learn)

Section	Level of Experience
Acting	
Box office	
Costume	
Crew	
Dance/Choreography	
Directing	
Fund Raising	
Lighting (LX)	
Marketing	
Music (please indicate instrument)	
Props	
Production Assistant	
Public Relations	
Set Design	
Set construction	
Set painting	
Sound	
Singing (please indicate voice)	
(female) Soprano	
Mezzo-Soprano	
Contralto	
(male) Tenor	
Baritone	
Bass	
Stage Manager	

Box Office 0121 643 5858 | Accounts 0121 643 5859 | Web www.crescent-theatre.co.uk

Gift Aid declaration - for past, present & future donations

THE CRESCENT THEATRE LTD

Please treat as Gift Aid donations all qualifying gifts of money made

Today In the past 4 years In the future
(Please tick all boxes you wish to apply)

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the The Crescent will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Donor's details

Please notify The Crescent if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Name: _____

Home Address: _____

Signature: _____ Date: _____

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FoH GUIDANCE

Please Remember...

ALL duties start 1 HOUR before the earliest performance

Please make sure you know what time to be here and let us know ASAP if there is a problem on 0121 643 5858 (leave message if busy/no answer)

Please wear smart-casual BLACK clothes for FoH Duties

If you have your lanyard or name badge please wear it, if not the House Manager or Box Office can provide one on loan

STUDIO STEWARDS:

Please make sure that a few seats near the audience entrance are kept free for latecomers

And on busy nights as audience members not to leave odd seats empty

ALL STEWARDS:

Please ensure that audience do not bring glasses, glass bottles or coffee cups into the auditorium/studio

Plastic and cardboard cups are available from the bar before the show and during the interval

Please clear the auditorium/studio of rubbish at the end of the performance

Bin bags are available from the bar or House Manager

Car Park Tickets

Members can purchase up to two car park tickets a day; you can only purchase them from Box Office during opening hours (10am – 9:30pm excluding Sundays) Please be mindful during busy periods. These subsidised tickets must ONLY be used when rehearsing, performing, working FoH, backstage, in the workshop, costume, properties, etc.

...you are the public face of the theatre;

BE PLEASANT

BE HELPFUL

AND SMILE!

THANK YOU



crescent
front of house