

THE
BELGRADE
THEATRE
COVENTRY



Welcome Host

CANDIDATE PACK

HELLO

+ WELCOME!



Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

**BELGRADE
THEATRE**

Our mission and values



NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing long-term financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

**BELGRADE
THEATRE**

Job description



Volunteer Opportunity

Post:	Welcome Host
Employer:	Belgrade Theatre
Department:	Front of House & Operations
Line Manager:	Deputy FOH & Operations Manager
Reports To:	FOH & Operations Manager

Step Into the Spotlight – Volunteer at the Belgrade Theatre!

Are you passionate about theatre, love connecting with people, and want to be part of something truly special? Then come join the show – not on stage, but as one of our incredible Front of House Volunteer Hosts at the iconic Belgrade Theatre!

As a Volunteer Host, you'll be at the heart of the action, welcoming audiences into our beautiful theatre and help to create unforgettable theatre experiences from the moment guests walk through our doors. You'll become part of a friendly, buzzing team that brings the magic of live performance to life – all while gaining valuable experience, building new relationships, and enjoying some fabulous perks!

From helping guests find their seats to supporting our ushers and being a calm, guiding presence during performances, you'll be a vital ambassador for our theatre. No two nights are the same, and the energy is contagious!

**BELGRADE
THEATRE**

Job description (cont)



Why Join Us?

- Invitations to exclusive Guest Nights and VIP events
- Be part of a vibrant arts community
- Free tea & coffee (because you're essential!)
- Uniform provided – we've got you covered
- Join our special staff celebrations
- Car park reimbursement for every shift
- 10% off in our welcoming café

Whether you're a lifelong theatre lover, a people person looking for a rewarding way to spend your time or simply want to do something a little different – we want to hear from you!

So, are you ready to help make theatre magic happen?

Take your place in the spotlight. Volunteer at the Belgrade.

What You'll Be Doing:

- Give a warm welcome to our guests and help them feel right at home
- Guide audiences to their seats and facilities with confidence and care
- Support the showtime buzz by assisting our Ushers and Duty Managers
- Be a friendly face for all – including helping disabled patrons get comfortable
- Keep things running smoothly by checking tickets and keeping spaces clear
- Champion safety during every performance and help during evacuations if needed
- Encourage excitement about our shows and boost positive word-of-mouth
- Keep an eye on the crowd – from quietening chatty guests to stopping sneaky photos
- Help find lost property after the show – you might save someone's night!

**BELGRADE
THEATRE**

Job description (cont)



- Be a Belgrade ambassador – professional, passionate, and proud
- Spread the joy of theatre – one smile, one conversation, one show at a time

What We Would Like from You

ESSENTIAL

- Communication and interpersonal skills
- Polite and friendly nature
- Ability to use own initiative
- A flexible and adaptable approach to fulfilling the duties of the post
- Ability to remain calm under pressure
- To be punctual and reliable

DESIRABLE

- Experience of working with a volunteer scheme
- Interest in the theatre and arts
- Ability to think creatively
- Enthusiasm for proactive customer relationship building

Location:

It is our preference that the **Welcome Host** lives within easy commuting distance of Coventry.

For an informal conversation about the role, please contact ekitson@belgrade.co.uk

We are more than happy to discuss this role with you

[CLICK HERE TO APPLY](#)

**BELGRADE
THEATRE**

Our commitment to equality



The Belgrade Theatre is proud to be a Disability Confident Employer and is deeply committed to fostering an inclusive, welcoming, and supportive environment for everyone. We actively encourage applications from people of all backgrounds, identities, and experiences—including but not limited to individuals of all races, ethnicities, genders, sexual orientations, ages, faiths or beliefs, disabilities, and neurodiverse conditions.

We believe that a diverse workforce enriches our creative community and strengthens our connection to the audiences we serve. Our commitment to equality, diversity, and inclusion is at the heart of everything we do, and we strive to ensure that all employees and applicants feel valued, respected, and empowered to bring their full selves to work.

If you require any adjustments, accommodations, or assistance at any stage of the recruitment or application process, please do not hesitate to contact us at recruitment@belgrade.co.uk with the subject line '**Application Assistance**'. We will work with you to provide the support you need to make your application journey as accessible and comfortable as possible.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and complete the disability confident survey via this link: [**Disability Confident Survey**](#).

EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [**Diversity and Equal Opportunities form**](#).

At the Belgrade Theatre, we are dedicated to creating an environment where everyone has equal opportunity to thrive and contribute to telling powerful, diverse stories that reflect our vibrant community.

**BELGRADE
THEATRE**

BELGRADE PART OF



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**ARTS COUNCIL
ENGLAND**

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Belgrade Theatre,
Belgrade Square,
Coventry, CV1 1GS
belgrade.co.uk

Box Office: 024 7655 3055

SHARING



OUR
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SINCE



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