



19 Harford Street
Birmingham B66 4DY

The Birmingham Black Box Theatre Group CIC

Volunteer Guidelines

Our Values

As a volunteer with The Birmingham Black Box Theatre Group, you are joining a creative, inclusive, and community-rooted collective. We are:

- Women-led and Black-owned
- Committed to equity, representation, and radical creativity
- A space where voices from all backgrounds—especially the historically marginalized—are empowered and heard

We expect everyone in our space to embody these values with respect, accountability, and collaboration.

Volunteer Code of Conduct

All volunteers must:

- Treat others with dignity, kindness, and respect—no harassment, discrimination, or bullying will be tolerated
- Show up on time for shifts, rehearsals, and events—or communicate clearly if you're unable to attend
- Follow instructions from staff, directors, or production managers
- Respect all theatre property, costumes, sets, and technical equipment
- Maintain a professional and collaborative attitude—on and off stage
- Keep rehearsals and backstage spaces confidential and safe

Who Can Volunteer?

We welcome people of all backgrounds, experience levels, and abilities—including:

- Students and emerging creatives
- Community members looking to give back
- Artists seeking to connect and collaborate
- Anyone passionate about theatre and social change

Volunteer Roles May Include

- Stewarding and front-of-house support
- Set and prop support (building, sourcing, organizing)
- Costume and wardrobe assistance
- Marketing and flyering
- Social media and photography
- Crew assistance during rehearsals or live shows

We do our best to match your interests, skills, and availability with suitable opportunities.

Time Commitment

Time commitments vary depending on the role and production. Some volunteers help for a single event, while others assist throughout an entire season or run. We ask that you:

- Only commit to what you can realistically do
- Give us as much notice as possible if you can't attend a shift or need to step back

Health & Safety

- You will receive a basic orientation before your first session
- Always follow safety guidelines during set construction or live events
- Let us know about any access needs, allergies, or health conditions we should be aware of—we are committed to accessibility and care

Equity, Diversity & Inclusion

We believe theatre should be a space of liberation, joy, and justice. We actively work to:

- Create inclusive and affirming environments for BIPOC, LGBTQIA+ folks, disabled creatives, and working-class voices
- Challenge stereotypes and build a community of mutual respect
- Provide platforms for underrepresented stories and storytellers

If you experience or witness discrimination or harm, report it to a designated team lead or safeguarding contact. We will take your concerns seriously.

Feedback & Growth

We encourage open dialogue and growth. Volunteers are welcome to:

- Offer suggestions
- Ask questions about theatre practice or the company's vision
- Let us know if they'd like to take on more responsibility or explore a new area

We occasionally offer training sessions, or creative labs for volunteers—participation is encouraged!

Contact & Communication

You'll be connected with a lead contact (e.g. Volunteer Coordinator, Producer, or Director) for each project. Communication may happen via:

- Email
- WhatsApp/Signal
- Team briefings at rehearsals or events

Stay in touch and let us know how you're doing—we're here to support you.

Agreement

By volunteering with The Birmingham Black Box Theatre Group CIC, you agree to:

- Uphold these values and guidelines
- Be part of creating a collaborative and respectful space
- Let us know how we can support your journey with us

Volunteer signature and date

Notes: