

Douglas Theatre Arts Group

the [Clink]
30 YEARS OF ENTERTAINMENT

VOLUNTEER HANDBOOK



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Welcome to Our association

Welcome and thank you for becoming a member of the Douglas Theatre Arts Group Inc. We welcome you to our theatre family and hope you gain the same level of enjoyment and fulfilment that has kept the association operating for over 30 years.

The theatre, whilst entertaining the many locals and tourists that visit provides a wonderful social and educational purpose within our community. There is something for everyone and we look forward to you



Michael Kerr - President

participating in the many activities that are required to ensure this majestic little theatre continues to entertain for many years to come.

Again welcome to the chain gang and we look forward to seeing you soon at the Clink.

Association Background



30 years ago a small group of locals had a dream, “a small place to put on some shows”, they found a building, sought funding from council, local residents and the bank; and in typical Aussie style they ‘got it done’. Combining hard work and dreams they crafted the Clink Theatre, a wonderful building, full of history and life.

What once was the old police lock-up was moved to its new location and became a majestic little theatre. This beautiful auditorium, with perfect acoustics, complete with full theatre accoutrements, 120 tiered seating, back stage, dressing room, wardrobe and sets area, foyer, box office and the best little bar in town, it plays host to local and travelling artists alike. It is truly one of a kind and is here ready and waiting for you to visit!

When Christopher Skase arrived in the 1980s Port Douglas was the archetypal Queensland coastal village – small, quiet and not wishing to be disturbed . But there was always a strong theatrical element – boisterous, fun-loving and irreverent.

Under various names – Port Douglas Players, the Troubadours – revues and plays were put on wherever a venue could be found. Then, in 1982, the Douglas Theatre Arts Group was formed. But the players were still without a permanent home.

Fiercely amateur and independent, the local thespians always dreamed of having a theatre of their own, although grateful for the loan of hotel ballrooms, foyers, restaurants and other venues for their performances.

Then came the stroke of luck that changed everything. In 1991 the old Mossman courthouse, a sturdy wooden structure, was due to be replaced and the Douglas Shire Council needed someone to take it off their hands – for a price.

Councillor Paul Lucas said: “Why not move it somewhere else – and turn it into a theatre?” Local folk put their hands in their pockets, corporate sponsors came forward and grants appeared from the State and Local Governments. The building was transported down the Cook Highway to where it now stands in Mowbray Street, Port Douglas. With the expertise of architect Roger Mainwood and builder Jon Ewen-Smith, it was transformed into the 120-seat theatre we now know.

The building, completely renovated and remodelled, cost \$600,000. But it lacked a title. So a Shire-wide competition was held and the winning name was put forward by a local, Joe McColum, incidentally a former Director of the Brisbane Theatre Company. The Clink Theatre was born.

The name resonates with memories of the theatre’s former existence as a jail and ties in with Shakespeare’s Globe Theatre which was built near the “Clink” (prison) in Southwark, London in 1599. This notorious prison held misbehaving actors, thieves and ne’er-do-wells dragged from the local taverns and brothels!

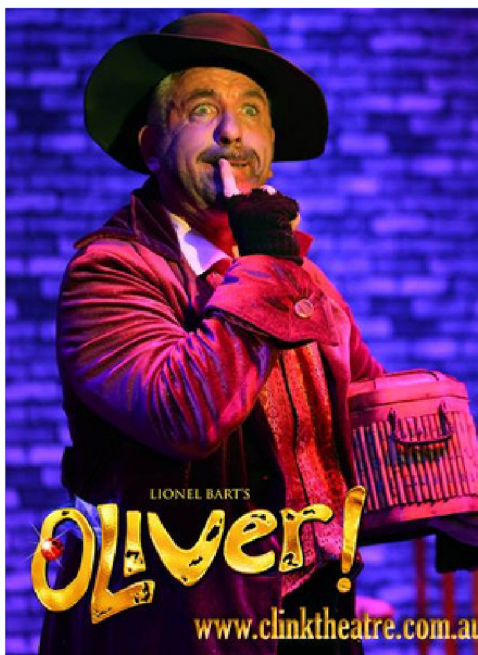
Our Clink Theatre was officially opened on November 7 1992 by the then Parliamentary Member for Cook, Steve Bredhauer MLA and this year celebrates 30yrs.



Vision and Mission

VISION

- To be a vibrant community theatre that presents high quality and affordable live entertainment, inclusive social events and a program that will foster a continually expanding audience base, a growing pool of active members and gain accolades from our community and neighbouring theatre groups.
- To provide a venue that is attractive, accessible, and delivers a memorable experience.
- To deliver programmes that provide value for money, offers variety, and encourages participation of members and the wider community.
- Offer programmes that aspire to transform and develop young performers into creative, curious, and compassionate adults, whilst offering grownups the ability to fulfil goals and develop their skill sets
- Through good governance, accurate financial management and targeted marketing, we will ensure that the association is financially viable and able to plan and react in a timely manner to changing circumstances and local trends.



MISSION

We are an amateur, not-for-profit theatre company dedicated to enriching the lives of our residents and local community by offering quality performing arts presentations and promoting interest in live theatre so members can development their skills and knowledge within our purpose-built theatre of local significance.

We provide an outlet for creative community involvement, encouraging our members to inspire, dream, explore, think, and connect through imaginative and supported storytelling onstage and the guided participation in building skill sets offstage.



Member Basics

The Douglas Theatre Arts Group Inc. has two membership types. Ordinary Members and Life Members.

An **Ordinary Member** has an annual membership fee as decided at the Annual General Meeting each year.

A **Life Member** is gifted as decided by an agreed motion at the Annual General Meeting. This is usually granted to a long term member who has offered a substantial service to the organisation.

The Annual General Meeting is held late in the second half of the year and presents the Annual Report for the preceding financial year.

- ✔ **Members have the ability to perform or assist at the theatre**
- ✔ **Members when volunteering are covered by our insurance**
- ✔ **Members have access to discounted or advanced tickets**
- ✔ **Members are invited to social events**
- ✔ **Members have access to learn or develop various skills**



Association Code of Conduct

Purpose:

Douglas Theatre Arts Group Inc. (DTAG) is committed to promoting a volunteer environment that is a safe environment. DTAG recognises the need for an inclusive space where all members are respected.

Scope:

This policy applies to: DTAG members, theatre patrons, committee members and third-party hires.

Policy:

I agree to the following:

I will act in accordance with the Douglas Theatre Arts Group's Policies that are currently in place and any other policy or put in place by the committee of the association which are available here www.clinktheatre.com.au/policies

I will behave in a manner aligned with the Douglas Theatre Art Groups purpose and values (Please view our purpose and value statement here: www.clinktheatre.com.au/purpose)

I will behave in a professional manner and treat everyone with respect. Physical, sexual, verbal or any other form of abuse is unacceptable and will not be tolerated.

I am committed to a supportive environment and do my utmost to create a culture that is free of harassment, intimidation, bias, and unlawful discrimination. I will support other members/collaborators who are affected by unacceptable behaviour.

I will promptly report any violations of law, ethical principles, Douglas Theatre Arts Group Inc. policies and this Code.

I understand that the Douglas Theatre Arts Group does not condone underage drinking. I understand that it is illegal to offer to, and/or purchase, alcohol for any persons under the age of eighteen. Further, I understand that when volunteering at a rehearsal or performance, I am not to consume any alcohol while on the premises or arrive at the venue intoxicated.

I understand that I am expected to obtain a clearance via a Working with Children BlueCard Check in accordance with the Working with Children (Risk Management and Screening) Act2000 Queensland.

These details along with a copy of your Blue Card are to be provided to the Douglas Theatre Arts Group's secretary prior to volunteering with children. Further, I understand that if I have not provided a valid Blue Card, I will not be permitted to participate in any of the Douglas Theatre Arts Group Inc. events where there are children without guardian supervision in attendance until a valid Blue Card has been provided to the committee.

I understand that severe consequences, including expulsion from The Douglas Theatre Arts Group Inc. can be imposed for a breach of the code as per the conditions in the associations rules.

Association Policies

When volunteering at the Clink theatre or any other event that is organised by the Douglas Theatre Arts Group Inc. all volunteers and members will abide by the policies that they agreed to as a condition of being a member of the association.

These Policies can be amended, changed or added to as needed by the Douglas Theatre Arts Group Inc. management committee by an approved motion. These policies are available at the Clink Theatre website: www.clinktheatre.com.au/policies

- Association Rules
- Clink Theatre Acceptable use of electronic media policy
- Clink Theatre Child Safety Code of Conduct
- Clink Theatre Complaints Policy
- Clink Theatre Conduct of Meeting Policy
- Clink Theatre Confidentiality Policy
- Clink Theatre Cookie Policy
- Clink Theatre Copyright Policy
- Clink Theatre Disability Action Plan
- Clink Theatre Expense Reimbursement Policy
- Clink Theatre Fairness, Respect and Diversity Operating Policy
- Clink Theatre Financial Control Policy
- Clink Theatre First Aid Policy
- Clink Theatre Hire Schedule of Fees
- Clink Theatre Hire terms and conditions
- Clink Theatre Incident and Injury Policy
- Clink Theatre Media Relations Policy
- Clink Theatre Office Bearer Policy
- Clink Theatre Privacy Policy
- Clink Theatre Rules and Etiquette Policy
- Clink Theatre Social Media Policy
- Clink Theatre Ticket Purchase Terms and Conditions.pdf
- Clink Theatre Transparency and Accountability Policy
- Clink Theatre Venue Hire Policya
- Clink Theatre Volunteer Management Policy
- Clink Theatre Volunteer Policy
- Clink Theatre Workplace Health and Safety Policy



Volunteering and Benefits

Clink Gang Members

Clink Convicts

Our Convicts greet guests, scan tickets, and direct guests through the auditorium. They serve drinks, distribute programs, answer questions, respond to guest comments and/or complaints in a prompt and friendly manner, and perform other duties as assigned.



Clink Guards

Within our organisation, we need our Guards assistance in an array of activities, including running our volunteer program. However, things go well beyond that, our aim is to create a team that can assist to support the Arts in every aspect of the administration, development, and staging of the Arts. Our Guards help in: Event Administration, Communications, Marketing, Social event planning, Public Relations, Planning & Strategic Development, Graphic Designers, Support programs, Social Media & Influencers, Mentor programs, Technology, Focus groups and Fund raising.



Clink Wardens

Shows don't just happen; behind every production you will find a Team of dedicated people we call the Wardens enjoying another aspect of the stage of shows. We are looking for Backstage volunteers to assist with Lighting, Staging Management, Sound, Tech Crew, Set & Stage Design and Support Crew.



**So, if you are fascinated with working behind the scenes, we need you!
Most of these roles do require some training and time to build skills through
experience, but if you're willing to learn we are happy to teach you.**

www.clinktheatre.com.au/volunteering

Benefits

In Volunteering you become part of the Chain Gang and our family. Clink Theatre Volunteers are typically able to watch of the events they volunteer for, while earning credits towards free tickets and raffle prizes.

There are also opportunities to train in acting, technical practice and mentor or be mentored.

You will be part of the Clink Theatre, supporting the development of a sustainable performance arts scene in regional Far North Queensland.

Additionally, we like to support our volunteers in any way possible including letters of recommendation, industry connections and must more.





The Committee



Michael Kerr
President



Shaun Cram
Vice President



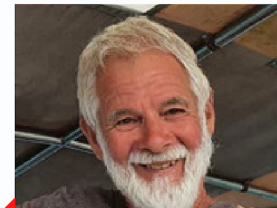
Gail Jowett
Treasurer



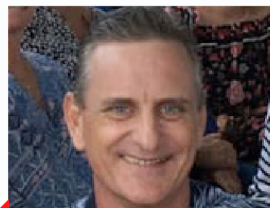
Julie Lawson
Secretary



Alteouise Devaughn



Bryan Hedges



Craig Eggins



Judy Gittings



Natusha Eggins



Wayne Dabinet



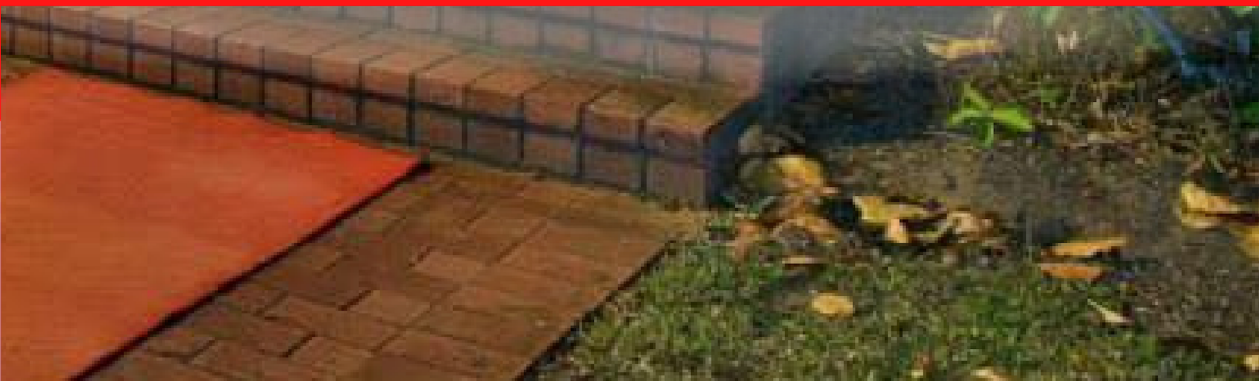
Victoria Nolasco



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THANK YOU
FOR JOINING



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