



The Edge Societies Guide

2021/2022

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Our Spaces

The Edge Theatre

Our Arts Theatre is suitable for rehearsals and performances across music, theatre and dance, with 204 seats. It's also an ideal space for symposia, conferences and talks. There are 2 dressing rooms and a green room located off stage left, with access also available from the foyer. Both dressing rooms have two lit mirrors, audio show relay from stage and calls from the tech box. Toilets and showers, including disabled, are accessed off the green room.

COVID-19 Capacities

Audience capacity in the theatre is 202 people, or 220 people with an additional row of seats which can be added on request

Stage capacity is 45 people maximum. The stage capacity may need to be reduced if there is large set present onstage.

Dressing room capacity is 18 people maximum.

Performance space

Width of stage – 11.8m

Depth of Stage – 11m

Height to bottom of rig – 5.9m

Weston Studio

The Weston Studio hosts small-scale performances of professional and student work as well as daytime workshops and rehearsals. The space is technically equipped to show intimate experimental, contemporary and interdisciplinary work alongside a host of other events from talks to conferences. A lockable dressing room is available off-stage right. The studio has retractable seating banks on one side of the performance space, and the layout of the space can be adapted based on performance needs.

COVID-19 Capacities

As the room layout can be adapted based on the requirements of the space. Please see capacities below for the most common layouts used in the space:

During a rehearsal (seated or standing):

- 82 people maximum

Performance with seating rake out:

- Audience capacity 72 people maximum
- Stage capacity 50 people maximum

Performance with seating rake out and 2 additional rows of seating:

- Audience capacity 96 people maximum
- Stage capacity 26 people maximum

The dressing room capacity is suitable for 4-5 people.

If you would like a layout different to this, please speak to the SU Arts team about this and we can help you determine the available capacity.

Performance space

Total Size of room – 14m x 11.8m

Width of stage – 11.8m

Depth of Stage – 8.5m

Height to bottom of rig – 4.5m

The Edge Event Space

Located just by the café, the event space includes a small stage and is ideal for small casual events and performances, such as open mic nights and workshops. This is a new space, so we welcome all new ideas about how it can best be utilised by societies. Speak with the Arts Team if you would like to use this space.

Rehearsal spaces

We have a number of practice rooms available, including the Ensemble Room, Dance Studio, Fine Art Studio, Music Studio and Choral Practice Room, and small solo practice rooms. These rooms are used for society rehearsals, classes, workshops and individual practice.

Please note the Amplified Practice Room is only available for use by MusicSoc and cannot be booked for general use.

COVID-19 Capacities

Room Name	Room Number	Capacity for session under 2 hours	Capacity for session over 2 hours
Ensemble Room	2.11	60	32
Dance Studio	3.02	60	60
Fine Art Studio	2.03	51	23
Digital Studio	2.02	29	13

Music Studio	2.18	31	14
Choral Practice Room	2.17	6	6
Music Practice Room 1	2.08	3	3
Music Practice Room 2	2.09	3	3
Buchan Solo Practice Room	2.10	4	4
Amplified Practice Room	2.12	16	7

Room Facilities

There is a set of speakers available in the dance studio. No other rooms have speakers.

Pianos are available for use in the following rooms:

- Ensemble Room
- Music Studio
- Choral Practice Room
- Music Practice Room 1
- Music Practice Room 2
- Buchan Solo Practice Room

Taking Care of Our Spaces

Some of our practice spaces have specialist floors which need special attention. Please make sure to observe the following rules in each of these rooms to prevent the floors from being damaged:

Dance Studio

- NO outdoor shoes
- NO thin or stiletto heels. Groups wishing to dance in heels should wear plastic heel protectors
- Tap shoes should ALWAYS be checked to ensure the screws are done up. Loose screws can scratch or gouge the floors

Theatre and Weston Studio

- DO NOT drag any items across the floor, as these will leave marks
- NO outdoor shoes
- NO thin or stiletto heels. Groups wishing to dance in heels should wear plastic heel protectors
- NO white or light-soled shoes. These will leave severe scuff marks
- Tap shoes should ALWAYS be checked to ensure the screws are done up. Loose screws can scratch or gouge the floors

COVID-19 Procedures

Room Use

Each room has a specific COVID-19 normal operating procedure (NOP) document which you must follow. These are all available on our website [here](#). Each room's NOP will also be posted on the door to the room and will be sent to you when you book rooms via our online system.

For all rooms you will need to adhere to the following procedures:

- **Do not exceed room capacity**
- Do not attend any sessions in this room if **you or anyone in your household has any symptoms** (high temperature, new continuous dry cough, loss or change to sense of taste or smell), in which case you should self-isolate according to government guidelines
- Do not obscure any source of ventilation and leave vents open where possible
- After your activity has finished, please **leave all windows and vents open**. This is to ensure maximum ventilation between room use
- You must clean any equipment, furniture or instruments in the room **before and after** use with cleaning products provided
- You are encouraged to **wear face coverings** in our public, indoor spaces and when moving between indoor spaces.
- You are encouraged to take regular lateral flow tests

Test And Trace

All members are encouraged to sign into the venue via the NHS COVID-19 app using the QR code posted throughout the building.

Show Procedures

Shows held in the Edge Theatre and Weston Studio will be able to have audiences present at full pre-COVID capacity. Audiences **MUST** wear masks during performances and are encouraged to sign into the venue via the NHS Test and Trace QR code.

Cast must adhere to the stage capacities and other room capacities defined in the "Our Spaces" information above. Total cast size may be larger than the stage capacity so long as they have adequate dressing room space, but shows should

ensure that the number of cast on the stage and in the wings at any one point does not exceed the stage capacity.

Cast will not be required to socially distance or wear masks onstage but should take a lateral flow test ahead of the performance. Cast and technical crew should all wear masks in backstage areas where this is feasible.

Preparing for your Show

Your show dates for 2021/2022 will have been requested by the previous committee and will have been given confirmation of all show slots. If you have not received this in your handover, please get in touch with the SU Arts Team and we can send this to you again.

You will receive information about requesting show slots for 2022/2023 in semester 2 of this academic year.

Step 1: Organise Tech for your Show

As soon as possible

Decide what the technical requirements are for your activity and contact Backstage Technical Services to request support by visiting bts-crew.com/book-us.

Backstage are an SU society and help create and support most of the student shows at The Edge. Once you book them, they will work with you regarding all technical elements of your activity. BTS will communicate with The SU on technical issues if required and will complete a technical risk assessment. BTS will generally charge a production charge. **We recommend contacting them at least 4 weeks in advance of your planned activity.**

As BTS is run by student volunteers, they may be unable to support your show. If this is the case, please contact Claire Worrall (cw887@bath.ac.uk) who can help arrange alternative support.

If your activity is a simple lecture-style set up, you may want to consider getting technical support from AV, although they can only provide for basic sound and video. You can request this via AV's online portal [here](#).

Backstage Technical Services

Backstage committee info@bts-crew.com

SU Technical Co-ordinator

Claire Worrall cw887@bath.ac.uk

Step 2: Complete an Event Planner

At least 3 weeks before your event

Complete the online Event Planner which can be found here: www.thesubath.com/new-event.

If you have not completed this by the deadline your event will not be able to go ahead.

If you are running an event that is separate from your usual weekly activity, the Event Planner will help you to think about all the different aspects of your event including finances, contracts, venue/space booking and risk assessments. It also gives the SU more information on what you are doing which allows us to support you and will help you to ensure you put on the best event for your members.

If you need any assistance, please do not hesitate to contact the SU Activities Team.

SU Activities Team

susocieties@bath.ac.uk

Step 3: Put Tickets on Sale

At least 3 weeks before your event

Complete the Edge Ticketing and Event Information form which is in the [Event Planner](#) or can be found [here](#) and **send this to the SU Arts Team**. This will give us the information needed to put your event tickets online.

Before you fill in this form you should:

- Contact BTS or your technical support to ask whether any seats need to be blocked off for follow spots or a sound desk
- Speak to anyone filming or photographing your show and ask how many seats they need blocked off

Tickets will be sold via a new system this year which will be accessible via the SU website. You will be sent a link to the ticket booking page which you can share when you advertise the events. As this is a new ticketing system, please do get in touch with any feedback you have.

You will be able to designate one person for each event to be given producer access to the ticketing system to see how many tickets you have sold. You will also be given a per-event discount code which will allow you to reserve free tickets for your production team.

Ticketing will be paperless, and purchasers will receive a scannable ticket on their phone.

SU Arts Team

su-arts@bath.ac.uk

Step 4: Write and Send Your Risk Assessment

At least 2 weeks before your event

Complete the risk assessment (template forms can be found [here](#)) and send to susocieties@bath.ac.uk, Claire Worrall (cw887@bath.ac.uk) and su-arts@bath.ac.uk.

You will need to consider all the health and safety risks associated with your activities during each event.

We realise that risk assessments may seem complicated at first. The section on risk assessments below gives additional guidance on what risk assessments you need to consider, and you can also find more information on the [SU Health and Safety Page](#).

Your risk assessment will need to be approved by SU staff before your event can go ahead. This means it's usually a good idea to ensure we receive this early, as we will have time to review it and make changes if needed.

If you need additional guidance, please contact Claire Worrall.

What do you need to include?	<ul style="list-style-type: none"> • Any performance related risks such as acrobatics, prop weapons, water, dance, falling from a height, use of any glass etc. • All COVID-19 measures you are taking • Any technical risks will be assessed in a separate RA by BTS or your other technical support (in collaboration with your society)
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SU Technical Co-ordinator	Claire Worrall cw887@bath.ac.uk
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Step 5: Get Ready for your Show

The day of your event

The SU will provide a Duty Manager and ushers for each night of your show. They should have all necessary information on your show from the Edge ticketing and show information form. **Please introduce yourself to them** so they know who the main contact for the event is.

The Front of House Team will:

- Oversee the event, including opening house, giving clearance for the show to begin and restart after the interval
- Act as a first point of contact for your society and for audience members
- Check tickets and help audience to their seat
- Be responsible for the safety of the event, including overseeing any evacuations or emergency procedures
- Ensure the space is clean and tidy
- Arrange necessary signage e.g. haze, strobe, lighting

- Welcome late arrivals and show them to their seat

If you have any issues on the day of your event, please speak with the Duty Manager.

For other questions about the event, including cast and auditorium rules, please see the section on show procedures below.

Rehearsal Bookings

Regular rehearsals

All regular rehearsals and shows are planned a year in advance. You should have received information on all your regular rehearsal slots for this year from your previous committee. If you do not have this, please contact SU Arts and we can send this to you.

In March, The SU will contact societies to ask for their regular rehearsal and show requests for the upcoming year. The SU collate these requests, assess availability and book in available space using our room booking system.

If you have any queries about regular rehearsals at The Edge, please contact su-arts@bath.ac.uk

Booking Additional rehearsals

If you want to book extra rehearsal time, we have an online room-booking portal called [Agora](#). Each society can nominate 2 society bookers from their committee who will be able to book additional rehearsals for their societies via this online platform. Please send us the names and emails of your designated bookers and we will grant them access to the platform.

The Agora website can be found here: <https://bath10.artifaxagora.com/student-society-bookings>.

Rules for booking

When booking and using practice rooms, please abide by the below rules. **Any breach of these rules may result in a temporary suspension of your society room bookings access or cancellation of society bookings.**

- Society room bookings are limited to a **maximum of 2 hours per day, 4 hours per week**
- Rooms may be booked between 1 day and 2 weeks in advance
- Rooms should only be used by the named society
- Rooms should only be booked under the name of the society you are the designated booker for, not for yourself or any other society
- Rooms should be left in a tidy state after your practice
- All room capacities must be followed
- All COVID measures listed on the doors to the room must be followed
- You **MUST** have a society risk assessment in place before using the rooms

Cancelling bookings

If you are no longer going to use a booked slot, please cancel this as soon as possible, as it allows others the opportunity to use the space.

How to Use Artifax Agora

Creating an account

To create an account, go to the Agora website and click on the “Register” button on the top right corner. Fill in your details with your full name and university email address (NOT a personal email). You will receive an activation link via email to activate your account.

Please note that we need to process your access as a society booker before you can access the portal, which can take a few days. Until then, you will see a restriction notice when you log in to the space. If your access is still not granted after a few days, get in touch with the SU Arts Team.

Navigating Agora

When you access the Agora website, you will see 3 tabs on the top bar.

What's On

- This tab allows you to view all existing bookings in the space
- Use this to find out what spaces are occupied or free
- The selection boxes on the left side of this tab can help you navigate and filter the events you see by time, type or location
- For data protection reasons, you are not able to see any details of bookers for events in this section
- **It is a good idea to check your desired slot is available before booking, or you may have to spend a lot of time searching times in the booking page**

New Society Booking

- This tab allows you to make a booking
- Instructions on how to do this are below

My bookings

- Use this tab to view your bookings
- Cancel any bookings via the cancel button by each booking
- Note you cannot edit any bookings made
- Note you may not be able to see society bookings made by other society bookers

Making a new booking

To make a new booking follow these steps:

1. Go to the “New Society Booking” tab
2. Choose the type of activity
3. Enter the maximum number of people who will need to use the room
The system will offer you a room appropriate to your capacity, so larger rooms may not be initially offered.
4. Select locations you would be interested in
If you would like a specific room, please select that one. Otherwise, select all rooms and you will be shown an available room for the time you would like to book.
5. Select a date and time you would like to book
6. If the space is available at the time you have requested, a space will be offered
7. To complete the booking enter a description of your activity
eg “XXX Society Christmas Show Rehearsal”
8. In the “Customer slot”, select the society you are a named booker for as from the drop down
 - *You MUST NOT book as yourself or your room access WILL NOT work*
 - *You MUST NOT book as any other society you are a member of*
9. Accept the Terms and Conditions
10. Click “Submit”
11. Your slot is now booked and you will receive a confirmation email
Your confirmation email will include details on access, COVID procedures and room use rules. Please read all of this carefully

Individual Room Bookings

Edge solo practice rooms are also available for individuals to book. Students will need to sign up for an Edge membership (free for 2021-22). Information on this can be found at thesubath.com/arts/the-edge/individual-practice.

Room Access

Bookable Hours

We endeavour to make the edge as open and accessible to all students who use the space.

The Edge spaces can be booked at the following times

Weekdays 9:00 – 22:00

Saturday 10:00 – 20:00

Sundays 10:00 – 18:00

The Edge Office on level 2 is generally staffed from 9:00 – 17:00 Monday to Friday (excluding bank holidays).

Accessing Booked Rehearsal Rooms

The Edge rooms will be automatically accessible to all members of the society during their bookings via their library card. Access will be granted to society members only during the exact times of their bookings.

This is a new system which is still being trialled, so please bear with us as we work through any bugs. Please report any issues with access via su-arts@bath.ac.uk as this helps us to know what needs fixing.

Troubleshooting steps

If you are struggling to access a booked space, try the following steps:

- Check you're not early (even by a couple of minutes)
- Check everyone has bought membership to the society (this includes committee)
- Tapping your library card twice (this can sometimes refresh the system)
- Having different people try their library cards

For issues with access during office opening hours, please call into the Edge office on level 2. Outside of office opening times, contact Security on 01225 385349.

Things to know about bookings

- Rooms should be left tidy and clear of rubbish
- Fire doors SHOULD NOT be propped open at any time

- Room use operating procedures will be posted on the door and will also be in your booking confirmation email
- You MUST have a society risk assessment in place before using booked rooms

You are responsible for ensuring any members of your group participating in activity at the Edge adhere to all procedures at all times. **Any procedures that are not followed, particularly concerning Covid health and safety, may result in society room access being revoked.**

Accessing Lockers

If you have an instrument or any equipment in a locker in a different room from the one your activity is taking place in, please follow these guidelines.

- Discuss as a committee which lockers may need accessing ahead of specific activities
- Committee to provide Arts Team with locker access requirements via su-arts@bath.ac.uk
- SU Arts Team to propose times to access lockers. All students must adhere to these timings once agreed

TRAKKA Cabinet Keys

The TRAKKA cabinet is located at the bottom of the stairs and is used frequently by societies for access to cupboards, costume store and instrument store.

If your committee requires access to this cabinet, please email Claire Worrall on cw887@bath.ac.uk to make arrangements.

If you have lost a key or are struggling to gain access to the cabinet speak to Claire Worrall.

Risk Assessments

Risk Assessment Training

You can now access the Health and Safety Module via the [SU Training Hub](#). You will be redirected to the Health and Safety page where you will find an online module to complete followed by a quiz. This training is **compulsory for all Student Leaders who will be involved in running a student group, organising or leading an event or trip.**

In this module you will learn:

- The key factors of health and safety
- Principles of duty of care and your individual responsibility
- Importance of a risk assessment
- How to complete a risk assessment- Including COVID considerations
- How to identify potential risks of an activity
- Where to report an accident

Further modules are being designed so it would be greatly appreciated if upon completion of the module you complete the feedback questionnaire to ensure all modules designed meet your needs.

Further information on risk assessments, including a form template, can be found on the [SU Health and Safety page](#).

If you have completed the SU Health and Safety training and are still unsure about your risk assessment, you can contact Claire Worrall (cw887@bath.ac.uk) who can offer additional help.

SU General Risk Assessments

The SU has produced a Societies General Risk Assessment which will be sent out to societies shortly and will also be published [here](#). This includes many general hazards common to all societies, as well as general COVID-19 risks.

This RA is intended to be very general and cover a broad range of activities but may not cover all the specifics of what your group does. This risk assessment should be added to your group risk assessment, but you will also need to think about all the activities your group is likely to do and assess all additional hazards associated with it.

What Risk Assessments You Need to Write

All risk assessments should be sent to both the Societies and Arts teams.

General Society Risk Assessment

Every society should have a risk assessment in place covering all their regular activities throughout the year. You should be updating your society's general risk assessment on a yearly basis.

You will need to update your society risk assessment for this year. You will also need to make sure that COVID-19 measures are included in your general risk assessment this year. Please use the SU General Societies Risk Assessments listed above as a basis for this, but make sure that you have thought specifically about everything that your society does on a regular basis and how you will incorporate COVID-19 precautions into these activities.

When you have completed this, please send it to and send to susocieties@bath.ac.uk and Claire Worrall (cw887@bath.ac.uk).

Event/Activity Specific Risk Assessments

If you are doing something out of the norm for your society, like a show or event, you will need to consider any additional risks to those in your standard RA. This means that for any shows or events you will need to produce an additional risk assessment covering these risks.

Your event risk assessment is **due at least two weeks before your event**, although it's a good idea to send it in early so that there is plenty of time to make sure this is adequate. If you need any additional support for event risk assessments, contact Claire Worrall (cw887@bath.ac.uk).

When you have completed this, please send it to and send to susocieties@bath.ac.uk, Claire Worrall (cw887@bath.ac.uk) and su-arts@bath.ac.uk.

Things to Consider within your Risk Assessment

To help out those of you writing risk assessments for your society shows and rehearsals, we have put together a list of things which you may need to consider risk assessing. This is not an extensive list so do think past this to what else you may be doing. Not all these points will be relevant to you, but they are all commonly found in events at the Edge so can give you a good starting point.

Hazards may include:

- Slips, trips and falls – including obstructive items (e.g. set), liquids onstage, challenging costuming, lighting conditions
- Choreography – including lifts, dancing with props, dancing in close proximity or where the stage is crowded, dancing on any set or staging
- Stage combat
- Any work at height (on stage or on risers)
- Costuming – including any restrictive items, anything that could inhibit vision, bare feet
- Props – including any weaponry, anything breakable, especially glass, electrical equipment, food (including choking and allergy risks)
- Flammable materials or costumes
- Any other fire risks
- Changes to access or escape routes, or anywhere they may be restricted
- Common causes of injury or illness – including exhaustion, dehydration
- Performer injuries
- Manual handling
- Mental health risks – including performance conditions (e.g. triggering content), confined spaces
- Audience panic

Example Risk Assessment

Assessment of Risks

#	Hazard(s) identified	Person(s) affected and how	Existing controls & measures	Severity (A)	Likelihood (B)	A x B	Additional controls required
2	Skipping ropes used in dance routine hitting/whipping someone	Bruising to cast members on stage during the routine	Cast will be position sufficiently far apart that their skipping ropes should not contact any other cast members	2	4	8	
		Small cut/abrasion to cast members on stage during the routine	Cast will practice individually and slowly to familiarise themselves with how the skipping ropes move	2	4	8	
		Ear damage/broken nose to cast members on stage during the routine	Cast will be taught how to quickly bring their skipping ropes to a stop if they feel they are getting too close to others	3	4	12	Routine will be re-blocked to ensure that cast members are at least 9ft apart forwards/backwards and 5ft apart left/right

Other Safety Procedures

Show Procedures

The duty manager and ushers will be responsible for overseeing the event, including looking after the audience and overseeing any emergency procedures.

Cast briefing

Before the event, you should ensure you receive a briefing from your technical crew on safety around the stage and backstage areas. Please ensure all cast know it is important everyone to attend this. This should include:

- Any hazards present around the stage
- Where emergency exits are and what to do in an emergency

Cast rules

- Dressing room and backstage spaces must remain clean and tidy. Remember it can be very easy to trip over things in dark spaces or when you are in a rush
- No running in backstage areas
- Cast **MUST NOT** drink alcohol before the performance. **Any cast member who appears drunk or is found to have alcohol in backstage areas may be banned from performing**

Auditorium rules

- All drinks taken into the auditorium must be in a plastic container
- No audience access to the stage or to backstage areas is allowed
- No flash photography is permitted during a performance
- Mobile phones should be off or silent during performances
- Audience must all be seated ahead of the start of any performance and the show will not start if the auditorium is over capacity

Stage Weaponry Policy

Stage and replica weaponry includes imitation guns, imitation swords and knives and any other imitation weapons or objects used within the context of the show as a weapon (e.g. an object used to pretend to hit someone).

Performances including stage weaponry should follow the Stage Weaponry Policy which can be found [here](#). This procedure includes:

- Writing a specific risk assessment for all weaponry used
- Arranging signage to be present in the theatre during the performance

- Planning safe storage and transport of replica weapons
- Ensuring all cast and crew are adequately briefed on how this will be used during the show
- Ensuring use of replica weapons is adequately rehearsed

Electrical Equipment Safety

If your society owns and uses electrical equipment, you should make sure that this equipment is safe to use.

Electrical equipment (anything with a plug) will need regular PAT testing to make sure it is electrically safe. This will be carried out by the SU, usually over the summer. A green PAT test sticker will indicate that this has been tested, and the date of the next test. Any equipment with a red “fail” PAT test sticker must not be used.

If your equipment does not have an in-date PAT test sticker or appears visibly damaged, please clearly label it, remove it from use, and contact Claire Worrall (cw887@bath.ac.uk) who can organise repair and testing of the equipment.

General Information

Lockers

The Edge has a variety of lockers that students and societies can hire for the academic year in which to store instruments and/or equipment relevant to their activities in the building. Lockers are located as follows:

Ensemble Room	<ul style="list-style-type: none"> • Instruments of varying sizes for individual use
Digital Studio	<ul style="list-style-type: none"> • Two tall cupboards for shared large instrument use e.g. cello, trumpet
Music Studio	<ul style="list-style-type: none"> • One tall cupboard for shared large instrument use
AMP Room	<ul style="list-style-type: none"> • Instrument storage of varying sizes • As this space is managed by MusicSoc, these lockers will be exclusively for their members

If you have an instrument or any arts-related equipment you need to store, you can hire one of these lockers, which come in a variety of sizes. We only have a limited amount of storage so might not be able to accommodate your request.

You will need to sign a Locker Agreement for the year and pay a £5 deposit, which is refundable at the end of the year if there are no problems with the locker itself.

To find out more about locker hire at The Edge, contact su-arts@bath.ac.uk.

Instrument Loans

We have a variety of instruments for short and long term loan to students. We are in the process of servicing and amending this list of instruments, so they will not be available for Semester 1.

However, please let us know if you are interested in loaning an instrument from us, and we can look into it for you.

Edge Programme

Throughout the year the Edge will be host to a variety of workshops, creative courses, events, performances and weekly classes. The programme will provide opportunities to build upon professional arts industry skills as well as a chance to focus on creative wellbeing, socialising and learning a new creative skill.

Keep an eye out for newsletters and comms from the Arts Team containing information on events but all opportunities will be listed on the What's On section of the website, and on the Arts page [here](#).

We want the Edge to be a space used by you to achieve any creative endeavour. If you want to try something out, learn from a professional or have a project in mind, please get in touch. We will do all we can to make your requests a reality and help you to utilise the amazing facilities to benefit your creative and academic practice.

Volunteer Ushers

To keep the Edge running in a professional capacity, we need a team of Front of House Ushers and Duty Managers to oversee operations and events. Shows will no longer be staffed by a team of casual ushers. We will be staffing the event from our pool of volunteers. We recommend sharing this amongst your society as an opportunity to watch some great shows, support our venue and support your societies.

The training dates are as follows:

- Tuesday 28th 16:00 – 17:30 @ The Edge
- Thursday 7th 16:00 – 17:30 @ The Edge

If you are interested in getting involved, please sign up [here](#). This is your chance to gain experience working in a professional arts venue. You will be trained under experienced Duty Managers to develop transferable skills such as customer service, communication and organisational skills. You will have the opportunity to gain qualifications in First Aid and Fire Marshal training and the chance to see student and professional productions at The Edge.

Key Dates

Societies Edge Induction

Wednesday 6th October 2021, 2pm

Run by the Arts Team, this session will run through all info committees need to know to use the Edge. Even if you think you know it! **At least one committee member from each society that has any shows or regular rehearsals must attend**, but all are welcome!

Key Contacts

Information about the SU Arts and the Edge can be found via our website pages at thesubath.com/arts.

SU Staff Contact List			
SU Arts	General inbox	su-arts@bath.ac.uk	<ul style="list-style-type: none"> • Event schedules • Show/event queries
Alex Clarke	Arts Development Manager	ahlc21@bath.ac.uk	<ul style="list-style-type: none"> • General queries • Additional rehearsal bookings, including weekends
Lily Bearwish	Social and Recreational Arts Coordinator	Lab201@bath.ac.uk	<ul style="list-style-type: none"> • Arts Development Fund • Instrument Loans • Locker hire • Tuition & classes
Claire Worrall	Lead Technician	cw887@bath.ac.uk	<ul style="list-style-type: none"> • Tech hire queries • Risk Assessments • Booking a Duty Technician • Technical guidance and support
Societies	General Inbox	susocieties@bath.ac.uk	<ul style="list-style-type: none"> • Event planner queries or problems • Setting up online products
Carmela Lear	Societies Coordinator	cl291@bath.ac.uk	<ul style="list-style-type: none"> • Retrieving results for online elections • Booking coaches • Setting membership prices

			<ul style="list-style-type: none">• Administration duties
Zoë Paumelle	Activities Officer	suactivities@bath.ac.uk	Student representative regarding societies, volunteering and sustainability