



## Volunteer Opportunities 2012

Below is a brief summary of the main volunteer opportunities available at the Lichfield Festival in 2012. The list is neither exhaustive nor prescriptive, but should give a reasonable idea of the broad scope that we offer. Formal applications are welcome from January. Informal applications and enquiries are welcome at any time. Contact information is below.

### Throughout the Year:

#### Publicity distribution

The Festival relies on our network of volunteers to get our Festival guides and other publicity material out and about across as wide an area as possible in the three months leading up to the Festival itself. Any help that can be offered is warmly received, be it the ability to push 20 guides through the doors on your street, or to take a boot-full around your village or neighbourhood. If you feel able to help us with this, please fill in the relevant section on the volunteer application form, and do please ensure you specify where exactly you will be able to distribute our material.

#### Box Office

The box office for the summer festival is run by the team at the Lichfield Garrick, but the Festival team require assistance with producer account and sponsor tickets during this period, and for the management of on-the-door sales at venues apart from the Garrick during the Festival itself.

The Lichfield Literature Festival Box Office is run at the Festival Office and requires considerable help when booking opens in September. The Festival also runs occasional events at other times of the year for which assistance may be required once more.

# During the Summer Festival:

## Festival runner

For the physically and mentally enduring, our runners are the mesh binding the whole operation together. As a festival runner, you could be asked to help with:

- **Festival Office Support** - Assemble packets and mailings, copy, fax, file, data entry, update contacts, assemble and organize press cuttings.
- **Artist Liaison** - Greet & entertain artists & guests.
- **Concert Management** – Look after artists, assist with rehearsal and performance logistics, score-read.
- **Front-of-House-** (See below).
- **Event Production-** Set up/take down chairs, tables, signs and posters at venues, guard doors, act as stage hand during rehearsals and performances.
- **Publicity** - Post advertising at local businesses, museums, restaurants, creating displays
- **Local transportation** - Chauffer artists to and from hotels & schools.
- **Merchandise Sales** - Sell merchandise before, during and after performances
- **Backstage Hospitality** - Set up/take down catering services for artists, set up and monitor dressing rooms, shop for supplies.
- **Venue Cleaning**
- **Data Collection, Monitoring and Evaluation** – Marketing support, questionnaires.
- **Page Turning** – For performers as and when required.

Time Commitment: 4-10 hours a day, daytime and evenings. 2 -17 July. Runners are usually expected to be available throughout the Festival and for a few days beforehand and afterwards. A small amount of money is offered to cover expenses incurred whilst on duty.

## Festival Volunteer

As a Festival Volunteer, you could be asked to do any of the following:

### Concert steward

Duties include helping with merchandise sales, ticket selling and checking, and ushering. Volunteers are required to arrive at the venue between 45-60 minutes prior to the start of an event, but are not required to stay beyond the start of an event. If an event is not sold out volunteers are welcome to sit in on any event they are working at.

Time Commitment: 1-2 hours, daytime / early evening.

### Concert bar

Worth Brothers wine merchants provide pre-concert, interval and post-concert drinks and snacks from the bar marquee on the Cathedral lawns. Limited voluntary duties range from taking advance orders, selling and serving drinks, stock-taking and replenishing, to glass washing and fridge-shifting.

Time Commitment: 2-3 hours, early evening.

## Visual arts steward

This is a compulsory aspect of volunteering for the Festival. In venues including the beautiful Lichfield Cathedral, visual arts exhibitions are open daily throughout the Festival, showcasing artwork both local and international from 10am to 6pm. Volunteers count visitor numbers, provide information when required, and ensure the safety and security of visitors. A pre-festival preview and information session with the artists themselves is provided for all Festival volunteers.

Time Commitment: 1 hour between 10am and 6pm on any Festival day.

## Festival market steward

The Festival Market takes place on the first Saturday of the Festival. Stalls line the Cathedral Close, showcasing high quality art and craft; while a wide variety of entertainers perform throughout the day. Extra support is always needed on this day to ensure the smooth running of all the events. From the 'dawn-raiders' who mastermind the set up operation from 6.30 am (and get a free breakfast), to programme sellers, raffle ticket sellers and a whole host more, being a steward at the Festival Market is an ideal way to contribute to the festival without giving up too much of your time.

Time Commitment: as available on Saturday 9th July between 6.30am – 5.30pm

## Artist transport

If you own a car and want to have rare access to some of the world's most renowned musicians, comedians, actors and dancers, then this is the job for you. Destinations can range from close to the Festival Office such as Lichfield train stations, to further afield, including airports in London and Manchester.

Time Commitment: as available / required.

# During the Literature Festival Festival Volunteer

Volunteers at Lichfield Literature can expect to help with ticket checking, book sales, on-the-door ticket sales, artist transportation and hospitality, technical assistance and Festival office work.

## Work Experience

The Lichfield Festival is recognised as a provider of quality Work Experience, and each year we offer a limited number of work experience places, both during the Festival and beforehand, to those aged between 16-25. Please contact us for further information.

## Interested?

Applications for volunteering at the 2011 Lichfield Festival will open in February. Information detailing the application process will appear at [www.lichfieldfestival.org/volunteers](http://www.lichfieldfestival.org/volunteers) then. In the meantime, general enquiries for information relating to the volunteers' programme and informal applications can be addressed to [Richard Bateman](#), Administrator and Volunteers Manager.

For enquiries relating to the Festival more generally, email [info@lichfieldfestival.org](mailto:info@lichfieldfestival.org) or call 01543 306270.