



VOLUNTEER ROLES (July Festival)

Below is a brief summary of the main volunteer opportunities available at the main Lichfield Festival in July. If you decide to become a volunteer, more in-depth instructions on what is required will be given nearer the time, but this will hopefully give you a reasonable idea of the broad scope of volunteering work that we offer.

Volunteering *Prior* to the Festival:

Brochure Distribution

The Festival relies on our network of volunteers to distribute our Festival guides and other publicity material out and about across as wide an area as possible in the few months leading up to the Festival itself. Any help that can be offered is warmly received, be it posting guides through the doors on your road or take a boot-full around your village or neighbourhood. If you feel able to help us with this, please let us know and specify exactly where you will be able to distribute our material.

Time Commitment: as and when available.

Promotional Stall Assistant

Throughout the year, we attend a few events such as Christmas fayres, the Bower etc, where we have a festival stall to promote our upcoming festival. We always need people to help set up and man the stall through the day. Setting up and taking down of the stall is very easy but will involve a little bit of lifting of boxes etc. It's nothing too strenuous, but if you'd rather not do that, help is also needed at intervals through the day to just give out brochures (and any other promotional material we may have) and generally be there to give people information about what we do.

Time Commitment: 2-3 hours at various times through the year

Administrative Assistant

As we're a very small team, we sometimes require help with general office duties in the lead up to the festival. Duties could include data entry, updating contacts, assembling packets and mailings, sending group emails, photocopying and other general admin tasks. You would need to be computer literate and comfortable working with basic programmes such as Microsoft Excel and emails.

Time Commitment: various between January & July (flexible)

Volunteering *During* the Festival:

Front of House

This is the most common of the volunteering duties and something which all volunteers usually do at least once during the festival run. Duties include:

- programme selling
- ticket checking
- merchandise selling
- handing out flyers for other events (at the end of the Cathedral concerts)

You would be required to arrive at the venue 45 minutes prior to the start of an event but most will not be required to stay once the event has started. This is with the exception of the merchandise sellers and handing out of flyers, both of which will be done at the end of the concert. These duties can be done by a volunteer who has done one of the other duties before the concert.

Time Commitment: 1 hour (2-3 hours for merchandise selling/ flyer handouts), day time / early evening

Box Office Manager

The box office for the summer festival is run by Lichfield Garrick, but the Festival team require assistance with producer account and sponsor tickets, together with management of the on-the-door sales at venues (apart from the Garrick itself) during the Festival. You will be shown what to do, so don't necessarily need box office experience for this role, as long as you are computer literate, confident and can pick things up easily enough; if so this could be the role for you.

Time Commitment: A few days before the Festival and as much as possible during the Festival.

Box Office Assistant – at events

No box office experience is needed and the Box Office Manager (above) will sort any pre-booked tickets beforehand. The assistant's job is just to hand those out when someone comes to collect before the event and also to help sell 'on-the-door' tickets. You would be required to arrive at the venue 45 minutes prior to the start of an event, but are not required to stay once the event has started unless you have been asked otherwise.

Time Commitment: approx 1 hour, daytime / early evening.

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:

- **Artist Liaison** – Greeting artists & guests
- **Event Production** - Set up/take down chairs, tables, signs and posters at venues, guard doors, act as stage hand during rehearsals and performances.
- **Publicity** – Deliver brochures to local businesses, museums, restaurants, creating displays
- **Backstage Hospitality** - Deliver catering to artists, set up and monitor dressing rooms, shop for supplies.
- **Venue Cleaning** - Picking up any litter etc that has been left lying around, possibly a bit of sweeping

Time Commitment: 4-8 hours a day, daytime/evenings (for as many days as possible during the Festival)

Concert Management Assistant

This is a much more involved role and may require more time commitment than other volunteering duties. It is a great opportunity for anyone with an interest or background in arts and event management looking to further their experience.

Overall duties include:

- assisting the Concert Manager and deputising in their absence
- helping to set the concert platforms for performers
- meeting and looking after artists as required
- ensuring catering arrangements are in place
- assisting in ensuring Health and Safety regulations are in place and adhered to.
- assist with rehearsal and performance logistics
- page turning for performers as and when required (must be able to read music)

Time Commitment: 4-8 hours a day, daytime/evenings (for as many days as possible during the Festival)

Artist Green Room Assistant

During each Cathedral concert, we require 2 volunteers to man the artist dressing rooms (usually College Hall or the Old Stables in The Close) to assist the artists with anything they need. Duties usually include:

- making drinks for the artists, as and when they ask for one
- wash up cups etc through the evening;
- tidy the dressing room (check for cups or rubbish lying around) when the artists are in the Cathedral
- filling in the refreshments checklist towards the end of the night, ready for the concert team to replenish stock for the following day
- generally be a liaison for the artists when needed; if they have any questions regarding the concert, one of you can go to the Cathedral to find a member of the Concert Team to help if needed.

The dressing room also needs to be accessible during the Concert as some orchestra members or soloists aren't always necessary involved in the whole concert, and therefore one volunteer will always need to be there at any one time. However, once the concert has started, we are happy for one of you to go and watch the concert (just making sure you are back for the interval). Usually the volunteers take turns and watch one half each. We're happy for the volunteers to sort this between themselves.

Time Commitment: 3-4 hours, evenings

Outdoor Events Steward

Each year we often have community outdoor events such as singing school group or parades, and help is needed to manage the crowds and ensure the safety of not only performers but also the on looking public. Hi-vis festival jackets will be provided and you will be given further instructions on arrival. This is a very simple role but one that requires you to not be afraid of asking the crowds to step aside or move along if needed (politely obviously!).

Time Commitment: usually 1-2 hours but varies depending on the event

Hospitality Assistant

At many of our Cathedral concert events, we have a separate area to provide refreshments to our sponsors and their guests, both prior to the concert and also during the interval. This is always organised and hosted by a Festival staff member but we need help with serving drinks and canopes. You need to have a very friendly and polite manner, and also be smartly dressed.

Time Commitment: 2-3 hours, evenings

Festival Market Assistants (market open from 10am-4pm)

The Festival Market takes place on the first Saturday of the Festival (this time will be 7th July 2018). We have approx 140 stalls which line the Cathedral Close, Dam Street and Minster Walk, showcasing art and craft; while a wide variety of local entertainers perform throughout the day in front of the Cathedral. Extra support is always needed on this day to ensure the smooth running of all the events. Tasks that need to be covered are:

- **'Dawn-raider' Stewards** - those who help direct stall holders during the set up operation from 6.00-9.00am. The hardest part of this role is the early start! Other than that, it's fairly simple and you will be shown what to do on arrival by Julie Motton (the Festival Market Coordinator)
- **Brochure distributors** - as this is the first full day of the festival, we want to promote the rest of the festival as much as possible so brochures need to be given out to market visitors
- **Festival Stall Manning** – We will have a Festival gazebo on the central lawn area by the Cathedral where visitors can pick up a brochure and get general information about the Festival. We have to ensure that we always have at least 1 person at any time manning the stall
- **Litter pickers** - not a very glamorous job but needs to be done at intervals throughout the day and after the stalls have packed away at the end of the day (litter picking 'sticks' are provided)
- **Stewarding** – to help close down the market at the end of the day by informing stall holders to pack up and directing cars away from the area

Time Commitment: minimum of 2 hours (longer if possible) on Sat 7th July, between 6am & 5.30pm

Bar Tender

During the Festival, we have a wine tent or champagne bar set up outside of the Cathedral for pre-concert and interval drinks. We require volunteers to man this each evening and serve the drinks to our audience members. If you can only do one or two evenings, that's fine but we do like to have one regular head volunteer who can be there on all of the nights so we have at least one person who is familiar each night with what to do. You don't necessarily need bar experience (as we don't use draught, only bottles) but you do obviously need to be over 18. Other than that, you just need to be smiley and be able to do very simple sums (as we don't use a till).

Time Commitment: 2-3 hours, evenings

ASPIRE! Learning and Participation Volunteers

Our ASPIRE! volunteers support our outreach projects both before and during each Festival. We work with children, young people and adults of all abilities in our projects, going out to settings across Staffordshire and the West Midlands. Our projects vary widely each year, so you may find yourself supporting our artists and workshop leaders on all sorts of craft projects, music sessions, theatre performances and more. From being covered in glitter and stickers, to having one catchy choir song stuck in your head for days afterwards; we guarantee that volunteering for ASPIRE! is always fun! DBS Certificates or Chaperone Licences are a bonus, but not essential as we can apply for these for you.

Time Commitment: varies depending on the project

Festival Hub Assistant

We are sometimes lucky enough to have the use of an empty shop in Three Spires Shopping Centre during the Festivals and also for a couple of weeks in lead up to them. We make this our Festival Hub where people can pick up a brochure and get general information about the festival. We also use it for workshops and family craft activities. Our volunteers would just need to 'man' the shop and give information to people as required. No shop experience is needed, just a polite friendly manner.

Time Commitment: 2-3 hours as available

Drivers

If you own a car and want to have rare access to some of the World's most renowned musicians, Comedians, actors, dancers and authors, then this could be the job for you. Destinations are usually from venues in the city to Lichfield train stations (and vice versa) but can occasionally be further afield to Birmingham and East Midlands airports (although this is rare).

Time Commitment: as available / required (must be willing to use your own car)

How to Apply

If you've never volunteered with us before (or haven't done so for several years), you will need to complete our **Volunteer Application Form**. This can be downloaded from the Volunteers page on our website (www.lichfieldfestival.org/volunteers)

If you have volunteered for since 2014 and have already submitted an application form, then you will NOT need to do this again. You will obviously still need to provide us with your availability however, so please complete the **Volunteer Availability Form** which you can also find on our website.

Please email your relevant form to volunteers@lichfieldfestival.org or post to the Festival office (address below). You can also email the volunteers email with any queries you may have.

We look forward to hearing from you.

The Lichfield Festival Volunteers Coordinating Team