 **VOLUNTEER AT BRIGHTON FESTIVAL 2024**

Brighton Festival develops, produces and delivers the largest annual curated multi-arts festival in England and we would love you to join our team! You’ll be available in the weeks before and during Brighton Festival 2024, which runs from Sat 4 – Sun 26 May, although the size of your commitment is up to you!

We’re looking for reliable and enthusiastic arts lovers to help us deliver Festival events and represent the Festival across Brighton. You can develop skills and knowledge within a busy arts organisation, and it’s a great opportunity to be part of something really exciting!

**WHAT’S IN IT FOR YOU?**

**Be part of the Festival Team / See some amazing shows by world class artists / Meet new people / Learn new skills / Find out about the job roles that make a multi-arts festival happen / Get experience for your CV (We are happy to provide references for volunteers and travel expenses can be reimbursed)**

**VISITOR SERVICES ROLES**

The Visitor Services Team is responsible for providing a warm welcome to all visitors and audiences and ensuring that all venues are safe.

**Front of House Volunteer (Formerly Festival Greeter)**
Number of volunteers required: 80

Dates: Sat 4 – Sun 26 May (various dates and times)

As the face of the Festival you will have a key role in the Visitor Services department, ensuring that audiences are greeted by a friendly face and supported during their visit. You will be required to undertake customer service and health and safety training, and shadow members of the Visitor Services team throughout April, leading up to volunteering at various event during the Festival in May. (We actively welcome applications from people who are disabled and will make reasonable adjustments wherever possible). **CLOSING DATE 9am Monday 18 March.  We will interview for this role. There will be informal group interviews for this role which will take place on Friday 22 March between 12.00 – 14.00 in the Corn Exchange Foyer**

**What will you do?**

* Welcome members of the public showing them to their seats and clearing the auditorium after performances
* Answer questions, provide general information and assist with directions.
* Help to create a welcoming and inclusive atmosphere at the venue.
* In the event of an evacuation, you will need to support with the flow of audiences to exit the building efficiently
* Selling ice-creams
* Issuing wristbands on entry to gigs
* Providing a friendly and efficient service in the cloakroom: checking in and returning coats and bags and taking payment
* Contribute to the supportive, inclusive, and lively atmosphere of Brighton Dome events, and the Brighton Dome community

**Expectations**

* Friendly and comfortable talking to the public. Able to support a welcoming and upbeat atmosphere
* Enthusiasm for the arts
* Social and would enjoy talking to members of the public
* Able and willing to complete shifts of around 4 - 6 hours, sometimes without facility to sit down (we will make reasonable adjustments wherever possible)
* Enjoy working as part of a team
* Confident with cash handling or willing to learn
* Minimum expectation of 2 shifts per month.

**OUTDOOR EVENTS including WITHOUT WALLS**

Many of our events take place outdoors and in various locations across the city, therefore please indicate in your application if you are able and willing to complete shifts of up to 4 hours outside in all weathers, and/or if you are willing and able to travel to locations across the city (we appreciate that not all volunteers will be able or willing to do so and will make reasonable adjustments wherever possible)

**MARKETING ROLES**

Brighton Festival's Marketing Team are essential in creating an exciting buzz about the festival and gathering important information about our visitors.

**Volunteer Coordinator (Market Research)**

Number of volunteers required: 1

Dates 15 Apr – Fri 31 May (approx. 4–8 hrs per week as agreed with the successful candidate. You will be working during office hours – 9am–5.30pm – with weekend and evening work possible) **Closing date for applications: 9am Monday 18 March**. We will interview for this role and the successful candidate will be eligible to earn a Digital Badge recognising the skills and experience gained through this volunteering role. **Interviews will take place on Monday 25 March and/or Friday 29 March.**

This is an exciting opportunity to play a role in supporting the Brighton Festival Marketing Team. We are looking for a highly organised, self-motivated volunteer. This is a great opportunity for someone interested in working in Market Research.

**What will you do?**

* You will be working closely with the Brighton Festival Senior Marketing Officer (Access & Communities) to support a team of volunteer researchers
* You will be a key contact for the Marketing Research volunteer team regarding shift times and locations, as well as getting involved with conducting research surveys at the events themselves.
* Provide administrative and practical support to the Marketing Team in the lead up to, and delivery of Brighton Festival 2024 including data-entry and survey collating.
* Post-Festival there will be some data-entry to ensure we digitally capture survey responses

**Expectations**

* You should be interested in the operational and people management aspects of the arts
* Confidence with IT systems and administrative duties.
* You will be available from mid-April and throughout May to work between 4–8 hrs per week during office hours, weekends and evenings.
* Able to thrive in a busy and varied environment with strong organisational skills
* Good communication skills and able to deal sensitively with volunteer concerns

**Market Research Volunteers**

Number of volunteers required: 15

Dates Sat 4 – Sun 26 May (various shifts available throughout May, including weekends, weekdays and evenings) **Closing date for applications: 9am Monday18 March 2024.**  You will be eligible to receive a Digital Badge to recognise the skills and experience you have gained in this role.

Are you friendly and approachable? Enjoy meeting new people? We are looking for a team of friendly and enthusiastic volunteers to help us find out more about our audiences. You will attend shows across the city and talk to our audiences about their Brighton Festival experience. This is great experience for anyone looking to gain market research skills, or for anyone wanting to get out and about and meet people.

**What will you do?**

* Attend selected outdoor events and carry out surveys with audience members

**Expectations:**

* Confident to approach people and speak to them about their festival experience
* Able and willing to travel across the city to different venues (we will make reasonable adjustments wherever possible and travel expenses will be reimbursed)
* Able and willing to work outside in all weathers
* Able to fill in survey results for audience members when asked

**Children's Parade Marketing Volunteers**
Number of volunteers required: 8

Date: Sat 4 May 9am–1pm

**Closing date for applications: 9am Monday18 March 2024**

**What will you do?**

* 3 volunteers will carry the banner which leads the parade (2 at a time with the third swapping in and out), 5 volunteers will hand out parade listings/programmes
* Create a positive, welcoming, upbeat and exciting atmosphere

**Expectations:**

* Physically fit to carry bags of materials and banners throughout the parade route – this includes a lot of walking
* Enthusiastic and confident to smile, chat and wave at the crowd
* Able and willing to work outside in all weather conditions
* Please note: The Parade Route runs from Jubilee Street to Madeira Drive, approximately 2+ miles, and you will be expected to complete the entire route.

**PRODUCTION (ARTISTIC PLANNING) ROLES**

Our Artistic Planning team programme the Festival and work closely with the artists to co-ordinate a constant stream of events. They are looking for a range of friendly and confident volunteers to help support this process throughout April and May.

**Volunteer Artists Meet and Greet Co-ordinator**

**Number of volunteers required: 1**

**Dates: 22 April – 26 May (various dates and times including evenings and weekends)**

During May hundreds of artists will arrive in Brighton to perform in the Festival. Artists must be met, welcomed and taken to their accommodation and/or performance venue.

Our meet and greet co-ordinator will support the management of the meet and greet schedule during the Festival, working closely with a team of volunteers meeting and greeting artists arriving to perform.

This is a core Festival role and requires intensive commitment throughout the Festival Period. we are looking for friendly, confident individuals who are keen to get hands-on festival experience within the Producing team. **CLOSING DATE 9am Monday 18 March. We will interview for this role.**

**What will you do?**

* help to create a rota for volunteers to meet artists and take them to their accommodation and/or venue.
* liaise with both 'meet and greet' volunteers and artists to communicate when and where they will be meeting.
* help to create 'welcome packs' for artists arriving in the city.

**Expectations:**

* Enthusiasm for the arts
* Friendly, confident and proactive
* Must be available during weekdays from Mid-April to May (daytimes and/or evenings)
* Efficient multi-tasker
* Ability to think and act quickly and independently
* Confident in IT skills
* Discretion and sensitivity when dealing with artists and other volunteers
* Good organisation and communication skills

**Artists Meet and Greet Volunteers**

**Number of volunteers required: 10**

**Dates: Fri 3 – Sat 26 May (various dates and times including evenings and weekends)**

During May hundreds of artists will arrive in Brighton to perform in the Festival. Our meet and greet volunteers will be responsible for providing a friendly and helpful welcome to the artists arriving to perform, and to take them to their accommodation and/or performance venue. You will be required from 3 - 26 May on various dates. **CLOSING DATE 9am Monday 18 March. You will be interviewed for this role.**

**What will you do?**

* Represent the festival, meeting artists and companies and taking them to their performance venue or to their accommodation.
* Help us to prepare welcome packs for visiting artists and volunteers.

**Expectation**

* Friendly, confident, polite and sociable
* Good knowledge of Brighton
* Available to work during weekdays and weekends
* Discretion and sensitivity when dealing with artists
* Good organisation skills
* Able and willing to travel by bus, taxi and train

**HOW TO APPLY**

**If you would like to volunteer for Brighton Festival 2024 please register your interest online at** [**https://brightonfestival.org/getting-involved/volunteering/**](https://brightonfestival.org/getting-involved/volunteering/)

**Closing date for applications: 9am Monday18 March 2024**

**Volunteer Training Days**

All Volunteers will be invited to attend a basic health and safety and customer service training session. This is a chance to meet your fellow volunteers and key staff at Brighton Festival, as well as gain essential knowledge that will enable you to perform your volunteering roles. If you are doing a Front of House or Heritage role, you will also be required to attend shadow shifts during April

There will be two options to attend this training session in-person:

**Volunteer Training Session 1: Tuesday 26 March 17.30 - 19.30, Brighton Dome Studio Theatre**

**Volunteer Training Session 2: Wednesday 27 March 12.30 - 14.30, Brighton Dome Foyer**

If you are unable to attend either of these sessions please indicate this when you register online so that we can arrange an alternative session for you.



**Volunteer Charter**

 **VISION**

 A society in which the contribution of disabled people as volunteers is valued and

 volunteering opportunities are widely available on an equal and accessible basis.

 **AIM**

 To increase the number, value and accessibility of opportunities for disabled people to

 volunteer their time, skills and experience.

CORE PRINCIPLES

* As an organisation we will:
* Provide opportunities for disabled people to volunteer
* Promote the value of volunteering to disabled people as a positive experience
* Set out and agree a structure for each volunteering opportunity
* Provide a named point of contact
* Provide appropriate support, make reasonable adjustments and reimburse reasonable
* costs
* Undertake regular reviews to support personal development
* Provide a reference wherever appropriate

 In return we expect our volunteers to:

* Embrace the values of our organisation
* Be responsible and professional
* Provide a full commitment
* Be open about what they want from the volunteering role and their support needs