VOLUNTEER AT BRIGHTON FESTIVAL 2022

The Brighton Festival team 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 2022, which runs from Sat 7 – Sun 29 May, although the size of your commitment is up to you!

We’re looking for reliable and enthusiastic people 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 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.

Festival Greeter

Number of volunteers required: 80
Dates: Sat 7 – Sun 29 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 shadow members of the Visitor Services team throughout April, leading up to volunteering at various events during the Festival in May. (We actively welcome applications from people who are disabled and will make reasonable adjustments wherever possible).

What will you do?

• Welcome members of the public
• Answer questions, provide general information and assist with directions
• Help to create a welcoming and inclusive atmosphere at the venue

Expectation

• Friendly, polite, and approachable
• Enthusiasm for the arts
• Social and would enjoy talking to members of the public
• Confident English speaker (any other languages, particularly Arabic or BSL would be a plus, but not essential)
• Able and willing to complete shifts of up to 4 hours, sometimes without facility to sit down (we will make reasonable adjustments wherever possible)
• Enjoy working as part of a team
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)

**Front of House Volunteer Co-ordinator**
Number of volunteers required: 1
Dates: 25 April – 29 May (2 – 3 days per week during office hours / possibly weekends)

This is an exciting opportunity to get operational experience working at the heart of Brighton Festival 2022. We are looking for a highly organised and systematic volunteer to come and work at the Brighton Festival. **CLOSING DATE Monday 21st March. We will interview for this role.**

**What you will do?**
- You will be working closely with the Front of House Team Manager to create and maintain the volunteer rota
- You will be the main point of liaison for the Front of House volunteer team regarding shift times, transport to events, uniform etc. as well as getting involved with the events themselves

**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 during April and May to work several days per week during office hours and possibly weekends
- Able to thrive in a busy and versatile environment

**MARKETING AND PROMOTIONS ROLES**
Our Marketing & Promotions Team are essential in creating an exciting, festival atmosphere on the ground.

**Street Team Members**
Number of volunteers required: 8 - 12
Sat 7 May - Sun 29 May 2022 (various shifts available)

**What will you do?**
- Distribute marketing materials (flyers, posters) around the city, chatting to the public about our events

**Expectations:**
- Confident chatting to people
- Passionate about arts
- Able and willing to travel across the city distributing materials (this role will involve some manual handling)

**Research Volunteers**
Number of volunteers required: 4
Dates: Sat 7 – Sun 29 May (various shifts available)
What will you do?
• Carry out research with audiences at our outdoor events

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

Children’s Parade Marketing Volunteers
Number of volunteers required: 10
Date: Sat 7 May 9am – 12.30pm

What will you do?
• Carry parade banners, hand out parade listings, prepare the parade route with branding, prepare bags of materials
• Create a positive, welcoming, upbeat and exciting atmosphere

Expectations:
• Physically fit to carry bags of materials and banners throughout the Parade route
• Enthusiastic and confident to smile, chat and wave at the crowd
• Able and willing to work outside in all weather conditions

PRODUCTION (ARTISTIC PLANNING) ROLES

Our Artistic Planning team programmes 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.

Administration Assistant (Artistic Planning) Volunteer
Number of volunteers required: 1
Dates: 25 April – 29 May (2 – 3 days per week during office hours / possibly weekends)

This role supports the Programming Coordinator, working across all elements of Festival producing, from artist liaison to outreach. It’s a great opportunity to get an inside perspective on the planning of a major international Festival.

This is a core Festival role and requires intensive commitment from March - May. We are looking for friendly, confident individuals who are keen to get hands-on festival experience within the Producing team. **CLOSING DATE Monday 21st March. We will interview for this role.**

What will you do?
• Assist the Programming Coordinator across all elements of Festival planning and delivery
• Work closely on Artist Liaison, including welcome packs, accommodation and meeting and greeting artists arriving in the city to perform

Expectation
• Enthusiasm for the arts
• Friendly, confident, and proactive
• Must be available during weekdays from March 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

**Riwaq Volunteers**
Number of Volunteers required: 20
Dates: 7 – 29 May (various dates and shifts available)

Riwaq is the Arabic word for colonnade. Architecturally, the Riwaq is a semi-open space, it offers a transitional phase between enclosed spaces and open spaces, becoming a threshold for exchange. That’s why it is often used in Arabic traditions as a referential space for culture and knowledge.

In Brighton Festival, the Riwaq is going to represent this transitional space of exchange, hosting a wide array of exciting activities. The Riwaq will be surrounded by a community garden, which will become a buzzing site for people to come and contribute in transforming it to a beautiful meeting spot on Brighton beach.

We are looking for volunteers to engage with the public about the Riwaq, including the context of the venue, and the programme of events taking place there. We especially welcome applications from people who speak more than one language, in particular Arabic / BSL.

What will you do?
• Provide a warm, welcoming, and inclusive atmosphere for visitors
• Talk to visitors about the venue, the context and meaning of Riwaq*
• Talk to visitors about the programme of events*
*We will provide a resource pack about the venue and programme of events

Expectations:
• Friendly, polite, and approachable
• Enthusiasm for the arts
• Social and would enjoy talking to members of the public (any other languages, particularly Arabic or BSL would be a plus but not essential)
• Able and willing to complete shifts of up to 4 hours, sometimes without facility to sit down (we will make reasonable adjustments wherever possible)
• Enjoy working as part of a team

**Witness Stand**
Number of Volunteers Required: 3
Dates: 7 – 29 May (7- 8 May, then Thurs – Sun throughout the Festival until Sun 29 May, full list of dates and times of rehearsals and performances available on request)

How do we understand where we are through listening? Witness Stand is an invitation to gather and listen together to works that respond to the ancient, recent, and future stories of the city.

Witness Stand is a series of tiered seating stands at 5 locations. Musicians and writers create responses for each location that are played to an audience as they sit on the stand looking out across a carefully selected view including: The Adur Estuary gazing towards the salt marshes, The Chattri gazing across the Downs to the sea, East Brighton gazing towards Whitehawk Hill, Brighton Beach gazing towards the West Pier, Brighton Marina multi-story car park gazing towards France.
This is an exciting opportunity for volunteers with skills in technical sound production to work with professional artists and our Festival technical production team on a unique site-specific event. **CLOSING DATE Monday 21st March. We will interview for this role.**

**What will you do?**
- Support our technical production team to set up the installation at various sites across the city and surrounding countryside

**Expectations:**
- Skills in technical sound production
- Professional attitude
- Ability to travel to various sites across the city and local downs area (using own or public transport – Expenses will be reimbursed for travel)
- Able and willing to work outdoors in all weather conditions

**Artists Meet and Greet Co-ordinator**
Number of volunteers required: 1
Dates: 25 April – 29 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 Monday 21st 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

**Expectation:**
- 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: 25 April – 29 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 2 - 29 May on various dates. **CLOSING DATE Monday 21st March.** We will interview 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

**Our Place Volunteers**

*Number of volunteers required: 15*

*Dates: Sat 7, Sat 14, Sat 21 May*

Our Place is delivered in collaboration with local communities in East Brighton, Moulsoomb and Bevendeaean, and Hangleton and Knoll, putting the arts in the heart of local communities. Both local and national / international artists will perform during both weekends.

Our Place volunteers will assist with the activities taking place in each of these locations. We particularly welcome local residents from East Brighton, Moulsoomb and Bevendeaean and Hangleton and Knoll to apply for these volunteer roles.

**What will you do?**
- Help prepare the venues including some basic set up of the spaces
- Carry messages between performing artists and the Festival Team to help ensure that the weekend events run smoothly
- Provide a warm welcome to visitors, audiences and artists and give information about the events taking place
- Help and encourage visitors and audiences to complete evaluation forms
- Able and willing to travel to venues in East Brighton, Moulsoomb and Bevendeaean, and Hangleton (we will reimburse travel expenses)
- Support the steering committees of each community (which are made up of local residents) to ensure the events run smoothly

**Expectation**
- Enthusiasm and passion for working with local communities and people
- Able and willing to carry out a variety of tasks including some manual handling if possible (This is not an essential requirement, and we actively welcome applications from people who are disabled and will make reasonable adjustments wherever possible)
- Positive, can-do attitude, and willing to get involved in any tasks that need doing on the day
**Eva Quantica**
Number of Volunteers required: 16
Sat 21 and Sun 22 May

Brighton based digital artist Maf’j Alvarez imagines entering a surrealist painting in virtual reality piece: Eva Quantica, a dreamlike reflective bubble of lockdown Brighton as an open world to explore the various simultaneous dancing versions of Eve. Eva Quantica is about female power, patriarchy, belonging, immigration, tradition, and obligation.

This Virtual Reality event will take place in 4 locations across the City: We are looking for volunteers who are reasonably confident with technology and have experienced Virtual Reality before.

**What will you do?**
- Provide a warm, welcoming, and inclusive atmosphere for visitors
- Welcome guests, assist them with the Virtual Reality headsets and talk to them about the experience both before and after the show. Remember – some audience members will not have experienced Virtual Reality before and may need some reassurance

**Expectations**
- Friendly, approachable, confident and enjoys talking to strangers and helping to put people at ease
- Reasonably comfortable with technology and handling technological equipment
- Some experience of Virtual Reality is desirable but not essential.
- Able and willing to travel to different locations across the city (travel expenses will be reimbursed)

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**FESTIVAL VOLUNTEER ADMINISTRATION ASSISTANT**
Number of volunteers required: 1
Dates: 25 April – 29 May (5 - 10 hours per week during office hours)

Brighton Festival will recruit 150+ volunteers to support Brighton Festival 2019. This role will support the Volunteer Coordination Manager with the administration of the volunteer programme. This is a great opportunity to get an insider’s perspective of managing a volunteer programme for a major international festival. **CLOSING DATE Monday 21st March.** We will interview for this role.

**What will you do?**
- Support the administration of a volunteer database, including updating and maintaining personal records
- Answer volunteer queries
- Provide updates to volunteers throughout the festival, via email or social media
- Provide additional administration support as required
- Support the management of volunteer rotas

**Expectations**
- Friendly, confident, and proactive
- Must be available during weekdays from April to May during office-hours
- Efficient multi-tasker
- Ability to think and act quickly and independently
- Confident in IT skills
- Discretion and sensitivity when dealing with artists, volunteers, and sensitive data
- Good organisation and communication skills
HOW TO APPLY

If you would like to volunteer for Brighton Festival 2022, please register your interest online at http://brightonfestival.org/getting-involved

Volunteer Training Days

All Volunteers will be invited to attend a basic 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.

There will be two training sessions for 2022 Festival Volunteers:

Tuesday 22nd March – Volunteer Training Session 1: 12 – 2pm
Monday 28th March – Volunteer Training Session 2: 6 – 8pm – Brighton Dome Founders Room

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