

**Hello! Welcome! Join the Team and be a Festival Maker!** Thank you for your interest in Grassington Festival – we love to hear from folk who enjoy Arts and Music in its many guises, who enjoy working as part of a team and who are good with people. We are all Festival Makers: there's something for everyone, it's great fun, we're a friendly bunch and we'll provide training to help you understand your role and responsibilities. So! If you're aged 16 or over, read on and get in touch!

- (1) **Festival** activities are focused around Festival Fortnight in June, perhaps with a few days either side for preparation and pack away. Some roles are mainly outdoors, some indoors, others are a mix. Some roles involve working closely with our audiences, others are behind the scenes, some involve high viz jackets!
- (2) **Festival Plus** (overleaf) includes opportunities to help out ahead of the Festival and during the year.

Please read the accompanying Volunteer Application/Agreement form for more details. If you have any queries or want a bit more information, please do call in at the Festival Office for a chat or call 01756 456007.

### (1) FESTIVAL

<b>Bars/Catering</b>	<b>When?</b> Festival Fortnight
<b>Typical activities/responsibilities</b> Serving drinks (non-alcoholic & alcoholic) Taking payments.	<b>Particular Requirements:</b> Nurate; calm under pressure. Good with people. Comfortable serving alcohol (depending on venue)
<b>Children's/Family Events</b>	<b>When?</b> Festival Fortnight
<b>Typical activities/responsibilities</b> Providing support at events and activities planned for schools, and families.	<b>Particular Requirements:</b> Flexibility!! Enjoy working with children and young people.
<b>Hospitality</b>	<b>When?</b> Festival Fortnight
<b>Typical activities/responsibilities</b> Transporting artists to/from Festival venues, from/to Skipton or Leeds railway stations Providing overnight accommodation for artists.	<b>Particular Requirements:</b> Good with people. Car driver – access to own vehicle
<b>Site Operations &amp; Transport</b>	<b>When?</b> Festival Fortnight plus a few days either side
<b>Typical activities/responsibilities</b> Support the Festival's Site, Production & Project Managers with venue set up/clearing as required and maintaining a clean and tidy environment, safe for everyone. Transporting Festival equipment from store to venue & back.	<b>Particular Requirements:</b> Enjoy manual work, indoors and outdoors. If you have a particular trade skill you can offer that would be great, but not essential to being on the team.
<b>Festival Stewards</b>	<b>When?</b> Festival Fortnight
<b>Typical activities/responsibilities</b> The face of the Festival! Checking & taking tickets at the entrance to venues, assisting visitors, promoting good H&S at the venue including assisting in the event of an evacuation according to designated responsibility. Stewards are needed for all Festival events, including the smaller venues in surrounding villages.	<b>Particular Requirements:</b> Good with people. Happy to help wherever needed, from holding a donations bucket at Festival Square to supporting Event health & safety. Experience of Fire Marshall and/or First Aid cover would be welcome.
<b>Traffic management</b>	<b>When?</b> Festival fortnight
<b>Typical activities/responsibilities</b> Assisting with traffic control around Festival events, in particular during road closures (for Festival in the Square) and traffic entering and leaving the Marquee site on Hebden Road and/or major Festival car park(s).	<b>Particular Requirements:</b> Like being outdoors. Comfortable in a high viz jacket directing traffic!

## (2) FESTIVAL PLUS

For those interested in offering time ahead of Festival Fortnight itself. If you would like to know more about these roles, please do give Kate, our Festival Director, a call at the Festival Office on 01756 456007.

<b>Box Office</b>	<b>When?</b> April - end June
<b>Typical activities/responsibilities</b> Office based, using computerised booking (called Oscar) to process bookings over the phone and by personal callers; taking payments (cash & card machine) and issuing tickets. Working on a rota to cover Box Office opening hours: Mon-Fri: 10 am – 4 pm; Sat: 10 am – 12 noon	<b>Particular Requirements:</b> Comfortable with computers; good telephone manner and communication skills. Numerate.
<b>Festival Print Distribution</b>	<b>When?</b> Following the Festival Launch, and on a top-up basis to local businesses in the run up to the Festival
<b>Typical activities/responsibilities</b> Helping with the delivery of Festival literature, including the Festival Guide, event fliers and posters to local businesses and homes in Grassington and surrounding villages in and beyond Craven.	<b>Particular Requirements:</b> Like being outdoors, walking. Use of a vehicle would be helpful for some areas.
<b>Festival Evaluation</b>	<b>When?</b> Festival Fortnight to end July
<b>Typical activities/responsibilities</b> Information gathering from visitors and audiences (post card surveys, face to face conversations). Collation & analysis of results and preparation of annual report to sponsors and key stakeholders	<b>Particular Requirements:</b> Data gathering and analysis. IT literate
<b>Administration</b>	<b>When?</b> Year round (Sept – July)
<b>Typical activities/responsibilities</b>  <b>General</b> - Assisting with general admin tasks in the Festival office, helping to organise team events, ordering, sorting, copying, tidying....  <b>Festival Funding &amp; Support</b> – As a registered charity, approximately 50% of the Festival's annual income is derived from ticket sales. The remainder of our funding comes  In order to deliver the amazing Festival experience that is the hallmark of Grassington Festival, the remainder of our financial needs must be met through sponsorship, advertising, Festival Friends, individual donations and running the Festival bars.  If you are interested in supporting our administration, funding applications and/or marketing teams, please contact Kate for a chat.	<b>Particular Requirements:</b>  IT literate. Good telephone manner.  Team player.  Organisation & creativity – Sharing ideas for generating support and helping to make it happen.