



## Job Description & Personal Commitment

**Location:** Festival Site

**JOB TITLE / JOB HOLDER**

### Volunteer Policy

#### POSITION IN ORGANISATION

**Reports to:** Individual Lead

**Direct Reports:** None

#### ACCOUNTABILITY & RESPONSIBILITY

The primary role of all Volunteers is to assist with the delivery of an enjoyable and safe experience for Speyfest Audiences. All Volunteers help Speyfest maintain its high level of customer care and provide practical assistance both inside and outside the venue. Speyfest volunteers represent a large proportion of those carrying out public roles during the Event and therefore, as far as the audience is concerned, these individuals are as much the “face” of the Speyfest as the Speyfest Association Members and Volunteer Supporters alike. It is therefore important that all Volunteers present themselves in a positive and professional manner at all times.

#### Speyfest Association agrees to the following understanding with Volunteers:

Volunteers will receive respectful treatment.

Volunteers will be supplied with non-alcoholic drinks whilst on shift.

**Volunteers should not consume alcohol whilst on duty.**

Volunteers will have a named point of contact.

Volunteers will receive one Speyfest day ticket per 4 hour shift undertaken.

Speyfest Association reserves the right not to accept applications and to request an individual stops volunteering if the relationship has broken down.

**The Volunteer agrees to the following understanding with the Speyfest Association:** I will complete and submit a Volunteer Application Form.

I will attend meetings/training as required.

I will complete my Speyfest volunteer assignment in a satisfactory way (showing up on time for shifts, staying for the required duration, respectful treatment of other volunteers, staff, performers, and especially patrons of the Speyfest Festival).

I will abide by the aforementioned policies of Speyfest.

**IMPORTANT NOTES:** To qualify for the full volunteer benefits, a volunteer is expected to be available for a minimum 12-15 hours of work with shifts alternating between daytime / evening throughout Speyfest weekend. Some teams require a greater commitment so please ensure that you are aware of the demands of that particular area.

A volunteer will ordinarily be a person 18 years old and older at the time of Speyfest. Some team requirements do vary so please check these conditions.

Volunteers will NOT bring their children to their work shifts and please be aware that Speyfest does not have the facilities to care for your children when you are working.

**COVID19: Volunteers must follow all relevant COVID19 guidance and regulations at all times.**

## Team Descriptions

**Logistics:** Pre-event set up of main site including Security Fence erection, staging, set, seating and ancillary items and post event de-rig. Assist the sound and lighting company with the preparation of technical areas if and where required, load in and get out of band equipment.

### **Logistics Technical & General Prep**

Volunteers will be required at the end of the Friday night 'Stomp' to assist 'set Up' for the Saturday Craft Fair and again on Saturday night post the Stomp to assist 'Set up' for Sunday Ecumenical Celtic Church Service and the Family Speyfest Sunday events.

### **Runners:**

This is one of the most demanding areas, you must be fit, well organised and aware of safety issues and have good availability and a willingness to do just what it takes to make it all happen.

Please note that this area has availability from Tuesday of Speyfest week until the Tuesday following Speyfest if you have the time and stamina.

### **General duties/ Runners:**

**General duties/Runners:** Your assistance will be required both during the day with a strong presence on hand during the times Speyfest is open to the general public to assist with helpful information and assistance to ensure correct disposal of waste from all including the bars and caterers, etc. Please note that though this team is on a rota basis during Speyfest, all volunteers will be required at the end of the Friday night 'Stomp' to assist 'Set Up' for the Saturday Craft Fair and again on Saturday night post the Stomp to assist 'Set up' for Sunday Ecumenical Celtic Church Service and the Family Speyfest Sunday events. Help may be required earlier on the Thursday to ensure that disposal areas are properly labelled and in the correct place. *Or if you can help during the clear up on the Monday following you will earn our eternal gratitude!*

**Bar Staff:** assist with Bar operations led by the Speyfest Bar Manager A very important area to ensure the smooth running of the Bar Facilities and to provide a friendly, helpful service. Volunteers are required Friday evening, Saturday and Sunday - Rotas as detailed.

### **Bar Staff:**

FRIDAY 22 <sup>nd</sup> July 2022		SATURDAY 23 <sup>rd</sup> July 2022				SUNDAY 24 <sup>th</sup> July 2022		
1800	2200	1030	1430	1830	2200	1200	1630	2000
-	-	-	-	-	-	-	-	-
2200	0100	1430	1830	2200	0130	1630	2000	2230

If available, we would be grateful if anyone would like to work a few more hours ad hoc to ensure that all the hours of Speyfest are covered.

**Please note volunteers must be 18 years or over for this team with preferably Bar experience.**

### **Ticket Office & Token Booth:**

Assist with gate sales We are looking for a mature attitude to customer relations, good interpersonal skills and ability to interact positively under pressure. A good knowledge of the festival and artists is a bonus! Support may be required from early July up to and including Speyfest weekend.

### **Driving:**

Assist with the picking up and transportation of band personnel, collecting equipment for delivery to Speyfest, transferring staff and others involved with the organisation of Speyfest. Availability all day/night is required including early morning/late night airport runs, runs to rural artist accommodation. Good local knowledge necessary. **Must be over 25 years of age, MIDAS certificate desirable but not essential.**