



Celebrating Creativity in Chapelton

## Chapelton Arts Festival 2016 - Volunteer role description

**Job title:** Chapelton Arts Festival Volunteer

**Purpose:** To support and assist with the tasks and duties needed in order to make Chapelton Arts Festival 2016 the best it can be. This includes before, during and after the festival.

**Location:** Chapelton Arts Festival 2016 takes place in Chapelton, Leeds 7. Chapelton is in the ward of Chapel Allerton. The festival events and activities are in different locations of Chapelton throughout the festival period.

### **Types of duties:**

- Distributing leaflets and flyers.
- Hanging posters.
- Holding festival placards to encourage visitors.
- Participating in planning of festival.
- Meeting and greeting visitors to Chapelton.
- Signposting visitors and audiences to events.
- Invigilating and stewarding.
- Moving and arranging furniture.
- Registration of visitors at events.
- Painting and decorating.
- Encouraging participation.
- Answer questions about the Chapelton Arts Festival 2016.
- Recording numbers and collecting feedback from visitors.
- Giving out and collecting evaluation forms.
- Collecting donations.
- Other duties as assigned.

**Reports to:** Chapelton Arts festival Volunteer Coordinator.

Managing Director and members of the planning group.

**Time commitment:** Before the festival: A minimum of 3 hours per week. During the festival: A maximum of 8 hours per week. After the festival: A minimum of 3 hours per week. A rota will be made to ensure all events of the festival will be covered and that it fits in with your schedule.

**Support:** Training for this position will be provided. In addition, the Managing Director and members of the planning group will be available for questions and assistance.

**Age requirement:** 14 yrs and upwards. People under 18 years will require parental consent to take part as a volunteer at the festival.

**Dress code:** During the festival all volunteers are required to wear Tee Shirts or tops (including blouses or shirts) in one of the following colours, White, Red, Yellow, Green or Black. These are the festival colours. All volunteers will be given a name sticker or badge.

All tasks given will be in line with volunteers' skills, knowledge, confidence and abilities.