



MARSDEN JAZZ FESTIVAL

**JAZZ IN THE
YORKSHIRE PENNINES**

VOLUNTEER ROLES

Box office, Information Desks and Office

Roles include, but are not limited to:

- selling concert tickets & merchandise
- providing information about the festival and the programme to the public
- providing information about the area surrounding the venue you are in (location of cash point, other venues, bus stops, cafes, toilets etc)
- keeping accurate sales records
- counting stock, counting ticket stubs and keeping records
- cashing up at the end of a shift / day and transferring money to the treasurer
- helping with week-end administrative tasks in the MJF office
- counting money raised in bucket collections

Front of House

Roles include, but are not limited to:

- stewarding
- audience liaison (including gathering feedback)
- providing information about the festival and the programme to the public
- providing information about the area surrounding the venue you are in
- collecting audience donations
- filling out audience monitoring forms
- checking tickets in between performances at The British Legion

Audience research & monitoring

Roles include, but are not limited to:

- filling out audience monitoring forms
- carrying out audience research (e.g. via questionnaires)

Backstage

Roles include, but are not limited to:

- assisting stage manager / publican
- artist liaison: greeting and informing arriving artists, helping them unload, taking them to the car park, showing them around
- collecting artist fees from the MJF office and signing for them / paying artists
- filling out PRS for Music forms
- filling out artist feedback forms
- moving furniture in the Mechanics
- running errands

Runner

Roles include, but are not limited to:

- running errands of all sorts

Flyering

Roles include, but are not limited to:

- distributing flyers in Marsden village, Huddersfield and surrounding areas
- providing information about the festival and the programme to passers by

Driving

This would be in own vehicle

Roles include, but are not limited to:

- driving artists to and from airport / accommodation / venue
- driving staff or other guests
- picking up / delivering things such as instruments, equipment, furniture (chairs, mirror etc.), barriers and cones, bottled water for artists
- driving to outlying venues when stewarding

Photography

Documenting the festival through live gig shots, concept photography, crowd shots etc, getting photos of musicians, audiences, venues, volunteers, and staff – anything that is related to the festival and makes a good photo

Pre-production

Roles include, but are not limited to:

- helping out on-site with practical preparations such as putting up marquees, signage, electrics, weatherproof panels on band stand, hanging up venue dressing / branding etc.
- helping out in the MJF office prior to the festival with administrative tasks
- helping with moving furniture, materials and equipment from the MJF shop to the Mechanics
- helping with setting up the box office, merchandise stall and artist dressing rooms
- moving chairs from the library to the bridge and to the park

Post-production

Roles include, but are not limited to:

- packing up the on-site office and moving materials back to the MJF shop
- taking down the site structures (as listed in pre-production notes)
- data-entering & filing

Being a team leader

All team leader roles entail being responsible for the fulfilment of all tasks relating to a certain area of work, training and briefing volunteers working in year team.

We are seeking team leaders in these areas:

- managing the box office / information stall at the Mechanics
- managing the merchandise stalls at the Mechanics
- managing the external site maintenance e.g. furniture shifting
- liaising with the market in the park

Waste and recycling

Roles include, but are not limited to:

- organising the delivery of and emptying of recycling bins
- emptying waste bins and taking waste bags to the skips
- working alongside local organisations (e.g. Friends of Marsden Park, the Scouts) to clear litter from the street and park

The Parade

Roles include, but are not limited to:

- organising the collection of cones/barriers and positioning them
- stewarding road junctions on the parade
- making bucket collections during the parade

Specific roles

- parade leader to liaise with bands
- parade marshals to distribute information about the parade organisation and stewards' positions on the route
- driver to follow the parade to ensure public safety