



MARSDEN JAZZ FESTIVAL

JAZZ IN THE
YORKSHIRE PENNINES

Volunteer Roles

Box office and Information Desk at the Mechanics, British Legion and Parochial Hall

Roles include, but are not limited to:

- selling e-tickets online or via the desktop 'Box Office'
- taking credit card and cash payments
- scanning e-tickets at the above venues
- 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, toilet etc.)
- cashing up at the end of a shift / day and transferring money to the Finance Manager

Office Administration

Roles include, but are not limited to:

- helping with week-end administrative tasks in the MJF office e.g. answering the telephone, taking messages
- handling on-line bookings
- counting money raised in bucket collections

Merchandise Stall

Roles include, but are not limited to:

- arranging t-shirts (by year and size), CDs, brochures etc.
- counting stock and keeping accurate sales records
- cashing up at the end of a shift / day and transferring money to the Finance Manager
- selling Duck Race tickets
- 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, toilet etc.)

Stewarding

Roles include, but are not limited to:

- collecting artist fees from the MJF office and signing for them / paying artists
- collecting PRS for Music forms from artists
- filling out artist feedback forms
- scanning e-tickets at ticketed events
- audience liaison (including gathering feedback)
- collecting audience donations
- filling out audience feedback forms
- providing information about the festival and the programme to the public

- providing information about the area surrounding the venue you are in

Backstage in the Mechanics, British Legion and Parochial Hall

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
- moving furniture in the Mechanics
- running errands

Audience research & monitoring

Roles include, but are not limited to:

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

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:

- 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, road closures, 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 to the Jazz Office in the Mechanics
- helping with setting up the Box Office and artist dressing rooms in the Mechanics
- helping with setting up the Merchandise Stall, arranging t-shirts, CDs, signage etc.
- moving chairs from the library to the bridge and to the park

Post-production

Roles include, but are not limited to:

- packing up the Jazz Office, Box Office and artist dressing rooms in the Mechanics
- packing up the Merchandise Stall
- taking down the site structures (as listed in pre-production notes)
- helping with moving furniture, materials and equipment
- 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.

Roles include, but are not limited to:

- managing box offices at the Mechanics and other venues
- managing the merchandise stall
- managing the external site maintenance e.g. furniture shifting, recycling, street closures
- liaising with the market in the park
- managing the Duck Race

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 and then lead bands, mechanical machinery and music-makers on the parade route
- parade marshals to distribute information about the parade organisation and stewards' positions on the route
- driver to follow the parade to ensure public safety

The Duck Race

Roles include, but are not limited to:

- selling Duck Race tickets at pubs, clubs, the merchandise stall, in the park etc.
- leader to coordinate Duck Race volunteers at the start and finish lines and for prize giving
- organising equipment e.g. finish line, collection tray, waders, gloves, retrieval nets, chalk board