

MJF VOLUNTEER ROLES 2021

Box Office / Information (at St. Bartholomew's only)

- Selling tickets via desktop 'box office'
- Taking card and cash payments
- Scanning e-tickets
- Providing information about the festival and programme to the public
- Providing information about location of venues, cash point, toilets, first aid etc
- Cashing up at the end of a shift and transferring money to the Finance Manager

Stewarding at St. Bartholomew's

- Scanning e-tickets
- Directing ticket holders to seats
- Cleaning as required after each gig
- Providing information about location of venues, cash points, toilets, first aid etc
- Distributing feedback/contact postcards

Stewarding Exhibitions (Mechanics Hall and Parochial Hall)

- Directing people into, through and out of exhibitions, including guidance on disabled access
- Monitoring numbers of visitors
- Collecting bucket donations
- Providing information about the festival and programme to the public
- Providing information about location of venues, cash points, toilets, first aid, food outlets etc
- Distributing feedback/contact postcards
- Wiping door handles and touch points as required

Stewarding at the Bandstand in the Park

- Collecting bucket donations
- Providing information about the festival and programme to the public
- Providing information about the location of venues, cash points, toilets, food outlets, first aid, lost children point etc

- Distributing feedback/contact postcards
- Completing steward feedback form

Stewarding Outdoor Stage on Peel Street

- Collecting bucket donations
- Providing assistance with crowd management if and when required (N.B. A professional crowd management company are taking the lead on this so any queries or concerns to be referred to them)
- Providing information about the festival and programme to the public
- Providing information about location of venues, toilets, cash points, food outlets, first aid lost children point etc)
- Distributing feedback/contact postcards

Information / Merchandise Points

- Providing information about the festival and programme to the public
- Providing information about buses and trains, location of venues, cash points, toilets, food outlets, first aid, lost children point etc
- Distributing feedback/contact postcards
- Selling MJF merchandise (limited this year), cashing up at the end of a shift and transferring money to Finance Manager
- Transferring merchandise and programmes to the Mechanics at the end of the day

Market in the Park / Street Food Alley

- Assisting with the logistics of siting stalls or catering vans in either the Park or Street Food Alley (at St. Bartholomew's)
- Assisting traders, where necessary, to unload and set up
- Providing information on parking and waste facilities

N.B. This will involve an early start on Saturday, possibly around 7.00 a.m.

General / Manual tasks

(A variety of roles which may include some lifting)

- Helping with any practical preparations or dismantling (marquees, road closures, weatherproof panels on bandstand) hanging venue dressing etc
- Moving furniture
- Running errands

- Providing regular checks on disabled parking

Street Furniture and Waste Management

- Siting litter bins
- Emptying litter bins and removing waste to the skips
- Clearing litter
- Erecting and removing small information point tents
- Moving chairs to and from the bandstand