

## Role Description

### Event Volunteer – Spring Forward Dance Festival

We are looking for volunteers to help deliver showcase events at a bigger, bolder, more inclusive Spring Forward this March.

*Spring Forward* is the blazing heart of the Somerset dance calendar, bringing together hundreds of dancers of all ages from across the county to perform on one of three professional stages. This year, for the first time ever, the festival will feature Somerset and South West dance groups of all ages.

#### Dates and Location

**Thursday 7 March - The McMillan Theatre, Bridgwater**

**Friday 15 March - Tacchi Morris Arts Centre, Taunton**

**Wednesday 20 March - Octagon Theatre, Yeovil**

On days of events groups will be taking part in technical rehearsals from 2pm. The show itself starts at 7pm and we expect it to go on no later than 9:30pm.

#### Your availability

We would like to hear from people who are available to help anytime between 1-10pm at any or all three of the dates and venues above.

#### What's in it for you?

This is a great opportunity for someone who would like to gain work experience in front of house or backstage event management at a very busy, buzzing and vibrant event.

**This role will suit people who...** have a friendly and enthusiastic manner and have an interest in Dance. This role can sometimes be physically demanding and you may be on your feet all day.

If you are over 18 we will need to obtain a DBS check for your work at this event. Out-of-pocket travel costs between home and venue will be offered.

#### What's involved?

- Setting up reception and backstage areas ready for the arrival of hundreds of dancers who will be performing on stage in the evening.
- Assisting the Front of House Manager on reception throughout the afternoon, meeting and greeting dance groups and providing information to dancers and group leaders.
- Helping make sure technical rehearsals run smoothly and groups are ready when they need to be and know where to go.
- Making sure photo consent is obtained before photographs are taken of any group or participant.
- Becoming familiar with the schedule of the day and the running order of the show and acting as a point of information for participants and audience members.
- Acting as a backstage runner during the evening show which will include making sure groups are where they need to be in preparation for their performance and things are running smoothly

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backstage.

- Encouraging participants to feed back on the event via comment cards backstage.
- Helping to clear up backstage after the event.
- Any other tasks throughout the day to support the Front of House Manager and backstage team in the running of this event.
- Becoming familiar with and then following Take Art's Health and Safety Policy and Children and Young People Policy at all times.

**This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract**

#### **How to apply**

To apply to be a Spring Forward Event Volunteer please email [springforward@takeart.org](mailto:springforward@takeart.org) with your name, age and we will send you a volunteer application form.

You will be required to attend a 2 hour induction as part of this role to cover equal opportunities, health and safety and child protection and vulnerable adults policy and procedures.

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