



## Volunteer at First Light 2019!

First Light Festival is a brand new FREE 24-hour multi-arts festival for the UK. Join us in Lowestoft to celebrate the first light of midsummer's weekend at Britain's most easterly point.

Encompassing music, dance, cinema, food and craft stalls, sports, camping, workshops plus much more, First Light Festival is a central part of the cultural regeneration ambitions for Lowestoft and is aimed at increasing cultural participation, enriching the local arts ecology and generating new creative skills opportunities. Our programme is ambitious and exciting and we need a brilliant team of committed, enthusiastic and responsible volunteers to help us to deliver what promises to be an amazing event.

There are lots of different roles and ways to be involved, but generally to be a First Light Volunteer you need the following skills and attributes:

- A positive and enthusiastic attitude
- Availability Saturday 22 and/or Sunday 23 June 2019
- Commitment to and flexibility with shifts and tasks
- To be responsible, adaptable, reliable and punctual
- Be comfortable engaging with members of the public
- To work well as part of a team
- Willingness to develop existing and learn new skills
- Willingness to work outdoors in all weathers
- Willingness to possibly work into the early hours
- To be an advocate for First Light Festival and for Lowestoft.

In return we hope to provide an opportunity to meet new people, try new things, gain experiences and be part of something special!

Most shifts will 4 hours long - if you are up for doing more than one shift this will be done on a rotational basis so you can try different things if you would like to. Whilst we will try our best to match you with your interests, hope you will also embrace the opportunity to take on new experiences too.

Currently we are looking for volunteers to fulfil the following roles (you may do several roles!):

### **1. Event Stewards**

Tasks may involve but are not limited to:

- Assist with the smooth running of events and performances as directed by the Venue Manager
- Help with setting up and packing down for events and activities
- Welcome and interact proactively with the public/audiences
- Put out/pack away chairs and equipment if required
- Work with the event team to manage crowds and capacities of venues
- Ensure the safety of the crowd/audience, e.g. in the event of an emergency evacuation
- Complete light lifting and manual tasks if you are willing and able to do so

### **2. Festival wardens**

Tasks may involve but are not limited to:

- Assist with the smooth running of the site as directed by the Site Manager
- Assist with keep the site clear of litter
- Assist with checking toilets are in working order and stocked with toilet roll
- Help to steward the shoreline to keep the site safe over night
- Complete light lifting and manual tasks if you are willing and able to do so

### **3. Information and wayfinding**

Tasks may involve but are not limited to:

- Manning festival info points
- Updating information boards around the site with any timing/ programming changes.
- Supporting audiences with finding events and areas.
- Distributing festival leaflet to audiences
- Approaching audience members to complete surveys about the success of the Festival and how it can be improved upon in the future

### **4. Assistant venue managers**

There are limited opportunities available to be an Assistant Venue Manager. These will be longer shifts and the role would be best suited to someone with prior experience of events and/or volunteering. Tasks may involve but are not limited to:

- Assist with the smooth running of the Venue as directed by the Venue Manager
- Help with setting up and packing up for events
- Welcoming artists to the venue
- Help to oversee Event Stewards
- Complete light lifting and manual tasks if you are willing and able to do so

### **5. Box office and merchandise**

Tasks may involve but are not limited to

- Selling tickets for the Silent Disco, Screen on the Sand and the Beach Club
- Selling festival and artist merchandise
- Helping to distribute headphones for the Silent Disco and Screen on the Sand
- provide information about Festival activities.

## **6. Build Marshall**

Tasks may involve but are not limited to

- need to be available dates between Wednesday 18 – Tuesday 26 June 2019
- Assist with the smooth running of the build and pack up as directed by the Project Manager and Production Manager.
- Steward the designated working area during the build and pack up of the festival to ensure that public do not enter.
- Engage with members of the public and provide information about Festival activities.

## **7. Camp site stewards**

Tasks may involve but are not limited to:

- Assist with the smooth running of the campsite as directed by the Campsite Manager
- Welcome campers and issue wristbands
- Support setting up tents
- Ensure the safety of campers, e.g. in the event of an emergency evacuation
- Assist with keep the site clear of litter
- Assist with ensuring toilets are in working order and stocked with toilet roll

## **8. Car park stewards**

Tasks may involve but are not limited to:

- Issuing parking permits and taking payment if applicable
- Support management of vehicle movements
- Directing vehicles to spaces

Whichever roles you wish to apply for, do remember that working with people can be unpredictable and you may end up doing something that you didn't quite expect, but enjoy all the same.

If you have any queries or questions regarding volunteer role descriptions, please contact [volunteer@firstlightlowestoft.com](mailto:volunteer@firstlightlowestoft.com) and we can help!