



Inside Out Dorset Festival 2018: Volunteers

Inside Out Dorset is made possible by the support of our amazing volunteers. As our first point of contact with the public, we look for people who are enthusiastic, friendly & with a practical approach. We send each volunteer a pack before the Festival that tells them about the event, the venue, the Artists, Health and Safety, accessibility and disability awareness. We give on site briefings and show you how to use radios where required. For some roles such as evaluation or costumed performance you will need to attend a training session or dress rehearsal before the event.

To apply to volunteer for any of these roles follow the link <https://tinyurl.com/IODvolunteer> and complete the google form. Let us know your areas of interest and a little about yourself. Andrea will be glad to answer your questions. If you would like to volunteer to be a costumed steward, access support or a Team Leader please [contact her](#) directly.

Artist support

Number varies by site

Assist artist with art work, talking to people about the work. Props setting up and helping with costumes. Basic technical support. Key requirements/skills:

- Happy outside in all weather
- Fairly active (artist and site dependant)
- Listening Skills
- Calm and methodical
- Good time keeping
- Use of radios (briefing given)

Example scenario

Gather and reset props at the end of a performance, ready for the next one.

Car park stewards

2-4 per site

Navigate cars within car park areas (directing blue badge holders). Often first point of contact at the event. Key requirements/skills:

- Comfortable lone working
- Local knowledge
- Use of radios (briefing given)
- Awareness of Health & Safety (briefing given)
- Sensitive to Access requirements

Example scenario

Main car parking field, located near event site. Advise drivers on parking spaces available. Communicate how to get to event site from car park area.

Donations collectors

Varies by site 6+

Collect money donations. Engage with the public to encourage the donation to charity. Public facing. Key requirements/skills:

- Happy outside in all weather
- Comfortable with enticing people
- Trustworthy
- Confident explaining why donations are important to keep the events free.

Example scenario

Walking through site announcing that donations are welcome. When performance in progress stand in appropriate place and when over encourage people to contribute.

Evaluators

4-6 per site

Encourage the audience to provide feedback after the event on an iPad questionnaire. Key requirements/skills

- Able to attend training (half a day)
- Consistent in recording information
- Neutral
- Friendly
- Confident
- Happy to speak to the public
- Happy outside in all weather
- Efficient
- Comfortable using an iPad
- Persistent
- Vigilant

Example scenario

Randomly approach 1 in 5 audience members to ask to complete short questionnaire about their experience. Complete and save questionnaire and repeat.

Front of house

2-4 per site

Resource information point. Hand out site maps and programmes to audience. Set up and take down tables and printed info. Supported by paid staff. Key requirements/skills

- Happy outside in all weather
- Confident
- Calm
- Be able to deal with complaints positively –respond and inform event staff
- Friendly and approachable
- Responsive to visitors and staff
- Local knowledge
- Awareness of access and H&S (briefing given)

Example scenario: Set up printed material, attend briefings and man information point. Answering questions and welcoming people to the site. Handing out printed materials.

Green Room

1 per site

Manage the artists and staff in back stage area, to keep it well stocked with refreshments and welcoming. Key requirements/skills

- Resourceful and responsive
- Happy working alone
- Sociable
- Respectful and calm
- Good empathy
- Organised
- Good time keeping
- Happy to muck in
- Good initiative

Example scenario: Looking after green room marquee/hall. Keeping tea and snacks topped up and tidying up after lunch/ generally keeping an eye on the space/supplies. Talking to Artists and crew and making sure that they are welcome.

Marketing Distribution

4-10 per site

Distributing printed materials. Posters, flyers and programmes (may-august). Key requirements/skills:

- Knowledge of local area
- Possible access to transport (use of public/own)
- Reliable
- Trustworthy
- Happy speaking to business owners
- Confident

Example scenario: Walking around local high street areas, talking flyers and posters into local shops and cafes etc.

Runners

1-2 per site

Across site, general team and artist support. I.e. refreshments, props, messages. Key requirements/skills:

- Active all day
- Flexible
- Transport –car/bike depending on site
- Not public facing
- Friendly
- Take initiative
- Use of radios (briefing given)
- Happy outside in all weather

Example scenario

Liaise with green room to get catering delivered out to artists at a convenient point for the artist. Deliver provisions/ water/ to volunteers.

Stewards

lots per site

Assist the public with engaging in artwork/performances. Key requirements/skills:

- Interested in arts and/or the site (i.e. heritage)
- Confident with the public & in moving people across the site
- Friendly, approachable, engaging and communication skills
- Happy outside in all weather
- Calm under pressure
- Information retention and passing it on
- Awareness of access and H&S (briefing given)
- Use of radios (briefing given)
- Site awareness (feedback if litter/ hazards)
- Mobile and active, could be on feet all day

Example scenario

Stood near or around art work/installation. Tell visitors about the artists and Artwork. Answer questions about the site. Talk to the public and make sure they are safe on site. Marshalling processions and moving people around with confidence.