

SIDMOUTH FOLK WEEK 2018 3rd - 10th AUGUST

Below are brief descriptions of the various roles required for Volunteers at Sidmouth FolkWeek. It will give you an idea of what we will be asking of you to support the festival.

Admin Office

29th July – 4th Aug
Or 3rd Aug- 10th Aug

Approx. 12 Volunteers Required
Minimum Hours 35

A small team who work with the Festival General Manager to provide accurate and timely financial data before and during the Festival. Liaise with all areas of the Festival via Team Leaders and Deputies. For this role, experienced Sidmouth Festival-goers are desirable. Experience in banking/accountancy/mathematics plus a sense of humour and a willingness to be flexible around the needs of the job is helpful.

All Saints Hall & St Teresa's Hall

3rd Aug -10th Aug

Approx. 16 Volunteers Required
Minimum Hours 35

These are indoor venues within the town, mainly dance workshops, evening dances and some evening family events. Team member's tasks include manning fire exits, cleaning between events, checking and selling tickets. Experience - Good customer skills and a happy disposition.

Anchor Gardens

3rd Aug -10th Aug

Approx. 6 Volunteers Required
Minimum Hours 35

Anchor team consists of one venue manager who is on call throughout the week as well as having scheduled shifts, and 5 stage managers. It is an outdoor venue that has a capacity on 550 customers. Stage managers are required to keep all fire exits clear, assist bands entrance and exit to the venue and stage, introduce bands, health and safety announcements, time management to ensure bands are on and off stage on time, move chairs/tables/benches between events, check attendee numbers, collecting donations. The venue manager has the same responsibilities along with liaising with the pub staff and security, making the 'tough calls', organising changes/replacements to the line-up.

Artist Housekeeping and General Admin

3rd Aug -11th Aug

Approx. 2/3 Volunteers Required
Variable Hours see below

Two or Three volunteers are required to help facilitate the self-catering accommodation for artists by making beds and delivering towels at the beginning of the week and collecting bedding and towels on Friday and Saturday 10th 11th Aug. Some bed changes may also be needed mid-week.

We also need some photocopying done before the festival, usually on the Monday 30th and Tuesday 31st July. Combined with the housekeeping duties this role may suit locally based people and leaves them largely clear for the festival week.

Artists Liaison2nd Aug -10th Aug

Approx. 12 Volunteers Required

Minimum Hours 35+

The Artist Liaison Team is responsible for keeping the programme running as planned and on time and making sure the artists are looked after, where they should be and generally happy. Part of the team roves all the concert and ceilidh venues checking all is well, passing on information and dealing with artists' needs including drinks, food and general assistance. There are also team members at the Bulverton and the Ham Marquee working alongside the technical and venue management teams and the MCs to keep the events running smoothly. All Artist Liaison members work closely with the Artistic Administrator and the Artistic Director. The role gives the opportunity to work at the artistic centre of the festival and requires good people skills, a reasonable knowledge of the folk scene and preferably, of Sidmouth FolkWeek. Hours are variable and negotiable.

Artists Reception30th July-4th Aug and 2nd -10th Aug

Approx. 15 Volunteers Required

Minimum Hours 35

This team is based at the festival's admin centre at Sidmouth Primary School and is responsible for meeting and greeting artists as they arrive at the festival and dealing with their queries through the week. This involves dealing with festival passes, camping wristbands, meal vouchers, and vehicle passes etc. and generally helping the artists navigate the festival. There will be three team leaders drawn from more experienced members of the team and all will be supported by the festival's Artistic administrator. Artists arrive from Wednesday 1st Aug. Some team members work from Monday 30th July to help with set up and complete most of their hours before the festival starts. Others work from Thursday 2nd Aug onwards.

Artists Liaison (Transport)2nd Aug -10th Aug

Approx. 6 Volunteers Required

Minimum Hours 35

The Transport team operates as part of the Artists Liaison team. We operate at all venues within the festival and also other areas (airports, bus and railway stations and artists accommodation). We are responsible for collecting and returning artists without their own transport from a station or airport and between their accommodation and the venue that they are performing. We also transport drinking water and other supplies for artists to the venues and assist the accommodation team with moving linen and towels. There are no fixed hours to the work, however the team members can expect to work an average of 4 hours a day (some days could be more). The vehicles we use are a minibus hired by the festival, and team members own vehicles. Experience required for Transport Team - for those driving the minibus - a clean driving licence with D1 category. For those driving their own vehicle, they should have insurance enabling them to drive for business purposes.

Bedford Hotel4th Aug -10th Aug

Approx. 18 Volunteers Required

Minimum Hours 35

The Bedford Hotel Dining Room is transformed into a small concert space for the duration of Folk Week. The ticketed venue itself holds about 120 people, although there are also three main rooms served by the hotel bar, in each of which further music sessions may take place. The Bedford volunteer team manages queues for the concert venue (which are often full), checks and sometimes sells tickets, ensures patron safety, greets the public and performers and maintains order in the venue. The shift leaders liaise with the main Team Leader and with the hotel's owner and his team. There are three concerts each day in the venue, each of which is managed by a shift of six volunteers.

Betsy's Lounge3rd Aug -11th AugApprox. 12 Volunteers Required
7 shifts 23:30-03:00 Total of 24.5 hours

Betsy's Lounge is attached to the Bulverton marquee. After the last band has finished, it changes into the late night chill-out area where acoustic music can be played.

This volunteer role is aimed at anyone who wants to do their shifts later each evening so allowing them to enjoy the festival during the day/evening. It requires the volunteers to take over from the Bulverton team, work on fire doors/exits and litter pick.

Volunteers are only required to do 24.5 hours in return for a week's festival pass.

NB. this is no longer an overnight shift and only requires 3.5 hours volunteering each evening. This role also entitles volunteers to a free festival bus pass

Blackmore Bar3rd Aug -10th AugApprox. 12 Volunteers Required
Minimum Hours 35

Blackmore Bar - Set up, run and dismantle bar in Blackmore Marquee. (Volunteers are specifically chosen by bar Manager – do not apply for this role unless you know you are part of this specific team)

Blackmore Dance Marquee3rd Aug -10th AugApprox. 12 Volunteers Required
Minimum Hours 35

This is an indoor Marquee venue within the gardens in the centre of town, mainly dance workshops, displays and ceilidhs. Team members' tasks include manning fire exits, cleaning between events, checking and selling tickets, and sometimes supervising events and litter-picking in the gardens themselves. Experience - Good customer skills, venue management

Bulverton3rd Aug -10th AugApprox. 35 Volunteers Required
Minimum Hours 35

This is a late night venue and can be very busy at times due to the calibre of bands performing. During the day it is predominately a workshop venue. Responsibilities are with the day to day running of the venue including car park. Car park duties are directing and parking cars, greeting people, selling car parking tickets and bus passes, handling money. This is an indoor/outdoor role. The venue roles vary from being responsible for fire exits and back stage gates. Front of house on the door involves checking ticket, selling tickets and counting members of the public in and out. Roaming stewards in the venue are responsible for overseeing generally and reporting any issues to team leaders. All stewards are expected to tidy the venue before and after events. Stewards may be required to use a radio. NB Very late night shifts have been removed from this team and the last shift now finishes at midnight. This role entitles volunteers to a free festival bus pass

Bulverton Car Park – Team Leaders1st Aug -11th AugApprox. 4 Volunteers Required
Minimum hours 35 hours

New for this year, we are wanting dedicated Car Park Team Leaders to manage both the car park, the volunteers and the customers. It will be an outside position based in the festival car park, so appropriate clothing will be required. Volunteers working in this area will have a free bus pass and one additional free festival week pass for a family member or friend. For more details contact info@wickedevents.co.uk directly for more details.

Campsite Box Office1st Aug -10th Aug

Approx. 12 Volunteers Required

Minimum Hours 35

Campsite Box office involves checking pre-booked ticket confirmations & issuing the correct Festival passes & wristbands. We also take cash payments for Festival passes, camping, programmes etc. and deal with ticketing enquiries. We are very busy from the Wednesday before the Festival starts until the Sunday after which time it generally gets quieter. There are usually 4 people working at busy times reducing to 2 as required.

NB This role entitles volunteers to a free festival bus pass

Campsite Team31st July-11th Aug

Approx. 35 Volunteers Required

Minimum Hours 32

The festival campsite is situated just out of town. During the folk week it is serviced by a circular bus route to the town centre. The campsite team welcome and site campers into the right areas of the campsite (general, campervans/caravan, accessible etc) Check wristbands and passes on the gates, make sure fire lanes are kept clear. Answer any customer questions and manage any problems that arise appropriately, calling for help if required. It is a very friendly team with campsite managers on hand at all times.

NB This role entitles volunteers to a free festival bus pass

Carinas3rd – 10th Aug

Approx. 16 Volunteers Required

Minimum Hours 35

This team covers events from approx. 11.30 to 22.30 most days. Carinas is a pub/night club in the centre of town and has intimate concerts and workshops. The volunteer team assist in managing queues, ticket checking, setting the room, both mornings and night, moving chairs and tables plus liaising with the festival technical team and Carinas manager and staff. Carinas is quite small, and events are often very popular so keeping track of queue numbers is important to minimise customer disappointment if a full house has to be called.

CD Sales – The Ham2nd Aug -10th Aug

Approx. 4 Volunteers Required

Minimum Hours 35

2 teams of two, to sell performers CD's in the interval/End of their concert in the Ham. This team may be incorporated into the Ham team but with the specific additional role of selling CD's. A float will have to be collected, accurate accounting and record keeping of sales, friendly confident disposition a must.

Children's Festival4th Aug -10th Aug

Approx. 30 Volunteers Required

Minimum Hours 35

Volunteers will join a team which supports events for children and families. They will not be required to deliver workshops or events but to support the artists and workshop leaders who have been booked for this. Tasks are varied although generally volunteers work within the same venue (the Children's Festival has several) and the same time slots each day throughout the week. The Children's Festival programme events run morning, afternoon and early evening. Volunteers who work within the Children's Festival are expected to relate well to children but equally so with adults/parents/carers. They need to be flexible and have a 'can do approach'. Another very important area of Volunteering in the Children's Festival is having people who are happy to be out in Blackmore Gardens talking with families and most importantly collecting. Most Children's Festival Volunteers also help out with the Children's Festival during the Torchlight Procession.

Collections3th Aug -10th AugApprox. 15 Volunteers Required (plus extra for processions)
Minimum Hours 28

The task requires volunteers to be collectors plus three volunteers to run the office. You would be part of a team and it's OK to work in tandem. You do not have to stand in one particular spot. Collectors are mobile and go where things are happening. During their shift the collectors will visit different venues and other locations in the town where there are events such as processions, informal music sessions, ceilidhs and dance displays. It's a good way to get to know the many aspects of FolkWeek. Like other volunteer tasks at the festival we have morning, afternoon and evening shifts but we generally avoid early starts and late finishes as the most effective times to collect are from late morning to early evening. All collectors are needed on the seafront before, during and for short while after the last night's Torchlight Procession for about 2 hours

Event Management Team28th July-12th AugApprox. 2 Volunteers Required.
Hours: 8 hours daily in setup/de-rig. 5 hours a day during festival week.

We are looking for two staff wishing to assist in the administration of the festival from the Event Control Office. The roles are at the core of the event and applicants need to have a team spirit and happy to work under pressure. Ideally some kind of event administration experience is required and a can-do attitude is essential. The location of Event Control is at the Sidmouth Primary School but volunteers will be required to visit sites across the Festival footprint and engage with both other volunteers and the general public to ensure results. The office is open from 0900 until 1900hrs daily and we are looking to have two volunteers who can run a split shift during the festival week (4th to 10th August) but also be available to work on setup and de-rig. The roles do demand hours well in excess of the standard hours for volunteers, but you will be at the very heart of the event. Clearly this isn't a regular volunteer role and is ideally suited to volunteers interested in taking on Event Management and Production roles in future, potentially as part of a career plan. In the past volunteers in this role have gone on to work full time in the Event industry.

Festival Box Office29th July-2nd Aug
Or 3rd -10th AugApprox. 8 Volunteers Required 29th – 3rd
Approx. 12 Volunteers required 4th -10th
Minimum Hours 35

This role involves checking pre-booked ticket confirmations and issuing the correct Festival Passes and event tickets. We also sell Festival passes, event tickets, camping, programmes etc. and deal with ticketing and other enquiries. The festival Box Office is open 11 hours each day and has different peaks and troughs throughout the two week period.

Desired skills – Excellent customer facing skills, a good knowledge of the town and festival, working within a team and answering phone enquiries. At peak times a calm, level head is required as it can be very busy.

Kingswood & Devoran Hotel4th – 10th AugApprox. 8 Volunteers Required
Minimum Hours 35

A small team are required to man doors, check tickets, set the room and liaise with hotel staff. During the day it is mostly instrument workshops and in the evenings intimate concerts. If selecting this role, you may be asked to make up hours required for a full weeks pass by helping out at other areas/venues during the week.

Manor Pavilion & Arts Centre4th – 10th AugApprox. 16 Volunteers Required
Minimum Hours 35

This is a venue with several rooms within it and has concerts in the theatre, and a variety of events in the arts centre. There are also workshops and sessions within the building. Experience required checking tickets, selling tickets, managing the queues including having to turn customers away from sold-out events, setting up the rooms, cleaning between events, greeting performers and MCs and being aware of health and safety requirements.

Merchandise3rd - 10th Aug

Approx. 8 Volunteers Required

Minimum Hours 32

Merchandise Team - To sell official FolkWeek Merchandise. Looking after 2 outlets Friday to Friday inclusive. To interact with the public and potential customers visiting the stand. To take an active interest in the merchandise, upsell wherever possible, take a pride in the display of goods. Accurate record keeping of sales and handling of money. Reliability and honesty. Pleasant friendly welcoming disposition.

Methodist Complex3rd - 10th Aug

Approx. 20 Volunteers Required

Minimum Hours 35

Managing up to 4 simultaneous events within the Methodist Complex. Events include dance, performance, youth events and workshops. Main duties: greeting/helping customers and checking/selling tickets; ensuring bands, workshop leaders and performers have everything they need; operating lift and stair lifts; clearing up after events and ensuring the building is secure, in co-operation with Church members. May include moving chairs, tables, as needed.

MIP's (Mobile Information Points)3rd - 10th Aug

Approx. 8 Volunteers Required

Minimum Hours 35

Specific points on the sea front and around the town offering information on the Folk Week to visitors to Sidmouth that may not know what the festival is. To sell programmes and give taster programmes out. Volunteers on this team should have a good knowledge of the town and where the various venues used are situated. Volunteers will be outside and mobile so appropriate clothing and footwear is advisable.

Processions Team (formerly Chris Cook's Team)4th Aug -10th Aug

Approx. 6 Volunteers Required

Minimum Hours TBC

Processions Team - A small team of volunteers to help with organising the Morris/dance teams at processions and other events programmed around the town during the week. This team may have to make up hours in order to receive a week pass or a good position for those that only want to do a few hours in return for an event pass

Rugby Club3rd - 10th Aug

Approx. 12 Volunteers Required

Minimum Hours 35

The venue requires that chairs and/or tables are set out for the morning workshops. Checking season tickets and selling workshop or individual tickets is a key part of each event. As the venue is on the 1st floor, some assistance is sometimes required to help attendees up the stairs with large instruments. A disabled chair lift is also available on the emergency stairs. These stairs are manned during the performances. At the end of each event the venue is tidied ready for the next session. The programme comprises workshops, mainly instrumental and some dance, singing sessions and evening sessions.

Sidmouth C of E Primary School Rooms3rd - 10th Aug

Approx. 4 Volunteers Required

Minimum Hours 35

There are two rooms used for workshops, The Classroom and The School Hall. There are usually 5 or 6 workshops each day spread between the two rooms and the volunteer role consists of helping the workshop leader set the room depending on the type of workshop (Music or dance), collecting tickets from Admin office, checking tickets and or selling tickets on the door. Volunteers are not required to work evenings and would finish approx. 18:00. If selecting this role, you may be asked to make up hours required for a full weeks pass by helping out at other areas/venues during the week.

Site Maintenance4th – 11th Aug

Approx. 4 Volunteers Required

Minimum Hours 35

Site Maintenance team need volunteers who are happy to be part of a team and can solve problems as they go. Much of the work is physically demanding and outdoors. . The role is varied and interesting and is at the heart of making our venues look their best at all times.

Site & Tech Build/Derig Team – amalgamate

with tech team

28th July – 3rd Aug and 11th- 12th Aug

Approx. 6 Volunteers Required

Minimum Hours 8 per day

Combining the previous roles of Site Team and Tech Setup Team, we are looking for volunteers to assist with the build and derig of the festival. Working as part of the Site & Tech Build/De-Rig Team is varied and very team orientated. Much of the work is physically demanding and outdoors. Suitable clothing required.

Site Art Team30th July-3rd Aug and 11th & 12th Aug

Approx. 2 Volunteers Required

Minimum Hours 8 per day

We require 2 staff to take on looking after the install and then derig of the site art across the Festival footprint. Additionally, you may be asked to carry out remedial work on the site art during the event. The team are needed from Mon 30th July - Fri 3rd July and then again on the Sat 11th and Sun 12th August. The hours will be 0900hrs to 1700hrs daily. Volunteers for this role will be required to use ladders and work at height. The site art covers both internal and external areas and includes furniture, creative signage, painting and flags/ bunting. You will work alongside the Event Production Team. Clearly a creative eye is required and we are specifically looking for volunteers who can also bring new ideas to the festival in regard site vibing and enhancements across the sites. Some pre event communication with the Production Team will be required to ensure we have the equipment on site needed.

Stowford Rise Community Centre3rd - 10th Aug

Approx. 4 Volunteers Required

Minimum Hours 35

This is a venue for folk dance, usually in the evenings only. This team is a very small and suitable for couples who also enjoy dances. The role is making sure the room is set up, checking tickets or selling on the door. Assisting the bands with basic things (not technical requirements) and clearing the room at the end of the night. If selecting this role, you may be asked to make up hours required for a full weeks pass by helping out at other areas/venues during the week.

Tech Operations Team2nd - 10th Aug

Approx. 10 Volunteers Required

Minimum Hours 40+

The team is about 10 people strong and provides the technical support (sound, lighting and stage management) for various town venues. The team requires experienced sound engineers familiar with digital desks and lighting people with some experience of stage lighting. Team members also need to be familiar with the use of different microphones and plugging up a stage at sound check time ready for a performance. The team members will be working with the artists to provide their technical requirements for the performance. We do have a very limited number of spaces for younger engineers who might not have all the skills we require but have some background and training in sound engineering.

The Ham2nd - 10th Aug

Approx. 40 Volunteers Required

Minimum Hours 45+

This is the festival's main concert venue, seating 1200 and running 3 concerts a day but as a team we also manage the food court and the performers parking area that are both attached to the venue. There are various roles within the team, which include working both indoors and outdoors, litter picking, cleaning tables, managing parking, checking tickets, and monitoring doors to both public and backstage areas. All roles can be trained on the job but any experience of working in a Festival concert venue would be an advantage.

Volunteers Tea Tent1st - 10th Aug

Approx. 6 Volunteers Required

Minimum Hours 35

A place for volunteers to get a cup of tea/coffee. This role involves ensuring that the Tent is fully operational between the hours of 09:00- 18:00 and kept stocked and tidy at all times. To help answer questions or steer volunteers in the right direction for any unknown answers. To actively recruit any new volunteers who wish to support the festival.

Volunteers Office1st – 10th Aug.

Approx. 4 Volunteers Required

Minimum Hours 35

Greeting volunteers, selling bus passes, filling gaps in rotas, placing 'on the day volunteers' into the rota and issuing of ID badges. Briefing team leaders of any updates or changes and liaising with Production office, admin office and artist liaison.

Woodlands Hotel3rd - 10th Aug

Approx. 12 Volunteers Required

Minimum Hours 35

The Woodlands venue is the conservatory at the back of the hotel. It's an acoustic indoor venue with a capacity of approx. 120, with a garden outside. Experience required for the venue is of running a folk club or concerts, both as front-of-house (checking tickets, selling tickets, managing the queues including having to turn customers away from sold-out events) and behind the scenes (setting up the room for each event and cleaning it between events, greeting performers and MCs), and being aware of health and safety requirements. The Woodlands is a low-key venue with a programme of acoustic traditional performances, storytelling and ballads.