



MARSDEN JAZZ FESTIVAL

JAZZ IN THE
YORKSHIRE PENNINES

Volunteer Roles

Box office and Information Desk at the Mechanics, British Legion and Parochial Hall

Roles include, but are not limited to:

- selling e-tickets online or via the desktop 'Box Office'
- taking credit card and cash payments
- scanning e-tickets at the above venues
- providing information about the festival and the programme to the public
- providing information about the area surrounding the venue (location of cash point, toilet etc.)
- cashing up at the end of a shift / day and transferring money to the Finance Manager

Stewarding

Roles include, but are not limited to:

Band liaison

- Collecting artist fees from the MJF office and signing for them / paying artists
- Collecting PRS for Music forms from artists
- Filling out artist feedback forms

Audience liaison

- Scanning e-tickets at ticketed events
- Topping up/distributing programmes at your venue
- Bucket collection at outdoor venues and some indoor venues
- Filling out audience feedback forms
- Distributing and gathering visitor questionnaires
- Providing information about the festival and the programme
- Providing information about the area surrounding your venue

Venue liaison

- Make yourself known to the person in charge of the venue
- Familiarise yourself with the venue, identify emergency exits, toilets etc
- Heed and note any feedback from the venue

The Parade

Roles include, but are not limited to:

- organising the collection of cones/barriers and positioning them
- stewarding road junctions on the parade
- making bucket collections during the parade

Specific roles

- parade leader to liaise with bands and then lead bands, mechanical machinery and music-makers on the parade route
- parade marshals to distribute information about the parade organisation and stewards' positions on the route
- driver to follow the parade to ensure public safety

Office Administration

Roles include, but are not limited to:

- helping with week-end administrative tasks in the MJF office e.g. answering the telephone, taking messages
- handling on-line bookings
- counting money raised in bucket collections

Merchandise Stall / information point

Roles include, but are not limited to:

- Arranging, labelling and selling MJF merchandise
- counting stock and keeping accurate sales records
- cashing up at the end of a shift / day and transferring money to the Finance Manager
- providing information about the festival and the programme to the public
- providing information about the area surrounding the venue (location of cash point, toilet etc.)

Market in the Park & Street Food Alley

Roles include, but are not limited to:

- assisting with the logistics of siting stalls in either the park or street food alley
- assisting, where necessary, traders to unload/reload their goods
- providing information on parking and recycling facilities

Backstage in the Mechanics, British Legion and Parochial Hall

Roles include, but are not limited to:

- assisting stage manager / publican
- artist liaison: greeting and informing arriving artists, helping them unload, taking them to the car park, showing them around
- moving furniture
- running errands

Lighting rigging / de-rigging

Please note this may include some ladder work

- Assisting with lighting rigging during the two weeks prior to the festival
- Assisting with de-rigging on the Sunday evening of the festival

Manual Tasks

A variety of roles which may include some lifting

- Helping with practical preparations such as putting up marquees, signage, road closures, weatherproof panels on bandstand, putting out bins, hanging venue dressing/branding etc
- Helping with moving furniture, materials or equipment
- Helping with taking down site structures
- Running errands

Road closures/traffic management

Staffing road closure safety barriers and redirecting traffic

Waste and recycling

Roles include, but are not limited to:

- Siting litter, waste and recycling bins
- emptying recycling bins
- emptying waste bins and taking waste bags to the skips
- working alongside local organisations (e.g. Friends of Marsden Park, the Scouts) to clear litter from the street and park

Photography / Videography

Documenting the festival through live gig shots, concept photography, crowd shots etc, getting photos of musicians, audiences, venues, volunteers and staff - anything that is related to the festival and makes a good photo.

Driving

This would be in own vehicle

Roles include, but are not limited to:

- picking up / delivering things such as instruments, equipment, furniture (chairs, mirror etc.), barriers and cones, bottled water for artists
- driving to outlying venues when stewarding