

# Volunteering opportunity



The Arts by the Sea festival is an eight-day contemporary festival of combined arts that takes place in various indoor and outdoor locations around Bournemouth. The festival's mission is to deliver a programme of exceptional events, combining high-impact outdoor spectaculars with world music, theatre shows, light art and digital installations.

<b>Role:</b>	<b>Promotion &amp; Distribution Assistant (x 2)</b>
Reporting to:	Arts & Cultural Engagement Officer
Timeframe:	June 2017 – October 2017
Objectives:	To promote the festival as a whole, individual performances/ workshops and any other festival -related projects by distribution of printed materials to various locations and by bringing the festival to peoples' attention at Neighbourhood Forums, Community Groups, Freshers Fayres etc in the run up to and during the festival (14 <sup>th</sup> – 21 <sup>st</sup> October 2017).
Tasks and what you gain from this opportunity:	<ul style="list-style-type: none"> <li>• Work with the festival and marketing teams to gain an understanding of and have input into the festival marketing strategy.</li> <li>• Assist with analysing postcode data to inform distribution of marketing materials.</li> <li>• Deliver printed marketing materials (festival brochures and leaflets) to various locations in Bournemouth, Poole and Christchurch.</li> <li>• Plan and use the most efficient routes for delivery and keep accurate records of items delivered.</li> <li>• Research additional events and meetings to attend at which to hand out festival marketing materials (eg Neighbourhood Forums, Community Groups, Freshers' Fayres).</li> <li>• Act as an Ambassador for the festival, providing information about and answering questions about the festival.</li> </ul>
Skills and qualifications/ requirements:	<ul style="list-style-type: none"> <li>• You will be required to drive a small Bournemouth Council van and therefore must have a current, signed, full driving licence have been driving for more than 5 years. Convictions and &amp; endorsements will be checked.</li> <li>• Ideally, distribution will be undertaken by two people working together so must be happy to work with one other on this task.</li> <li>• You have a genuine desire to help the Arts by the Sea Festival reach its goals.</li> <li>• Able to make your own travel arrangements to attend your volunteering opportunity.</li> <li>• Listen to and follow instructions from staff within the remit of the volunteer role.</li> <li>• Do your best to be reliable in regards to your hours and give us as much notice as possible if you cannot attend.</li> <li>• Act and represent the Council in a suitable manner when wearing the Arts by the Sea festival uniform.</li> <li>• Agree to work within Bournemouth Borough Council's values, policies and procedures, as outlined in our Volunteer Policy.</li> </ul>
Further details: location, hours, expenses, insurance, behaviour, dress code:	<ul style="list-style-type: none"> <li>• Based out of the Town Hall Annexe.</li> <li>• Approx half a day per week subject to change and flexible depending on your own requirements.</li> <li>• You and your volunteer coordinator will discuss what reasonable expenses can apply for.</li> <li>• You will be covered by Bournemouth Borough Council's insurance while in role and when on site at the Arts by the Sea festival.</li> <li>• You may be asked to wear uniform while carrying out this task</li> </ul>
What we gain from your	Your assistance is an invaluable resource for us and will help reach and develop

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involvement:	our audience, widening participation in the arts in Bournemouth in general and specifically at the Arts by the Sea festival. You will help us make the festival possible, hit our targets and ensure we meet our obligations to our funders.
Meeting the team and induction:	You may be asked to come in and meet the festival team at the Town Hall Annexe and if appointed into this volunteer opportunity will be given an induction.

## Your details:

All data supplied is held in compliance with the Data Protection Act 1998 and stored by Bournemouth Council securely. We will never share your details with any third party, only some council departments that may wish to inform of further volunteering opportunities. You can opt out from receiving further communications regarding volunteering by contacting us at any time.

Name:			
Address:			
Email:			
Contact number:			
Why do you wish to apply for this role?			
What particular skills to you have which would help you in this role?			
Would you be able to fulfil the time commitments this role requires?			
Do you consider yourself a disabled person?	Yes		No
If yes, do you have any access requirements to help you in this role? (Large print etc)			
I can confirm that the information I have supplied is correct to the best of my knowledge and I agree to adhere to the volunteer agreements set out by the Council service I will be volunteering in. I understand that neither myself nor the Council intend any employment relationship to be created either now or at any time in the future.			
Signed:			
Dated:			

The Arts by the Sea Festival will not discriminate directly or indirectly on the basis of differences other than suitability for the role. We aim to create an inclusive environment, taking positive action to encourage participation from less represented groups. Please contact us if you have any concerns about the physical accessibility of the venue or location, the requirements of the role (such as time commitment), expenses or if you need information about the opportunity in an easy-to-read format.

Please send your completed form to: [leigh.hayler@bournemouth.gov.uk](mailto:leigh.hayler@bournemouth.gov.uk)