The Arts by the Sea festival is an three-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.

All data supplied is held in compliance with the Data Protection Act 2018 and stored by BCP 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.

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.

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| **Role:** | **Arts by the Sea Senior Volunteer** |
| Reporting to: | Senior Business Support Officer |
| Timeframe: | 7th and 8th September, 27th September to 29th September 2024 (with training and inductions in September) |
| Objectives: | * To engage with audience members, talking to them about the festival, explaining what’s

 going on, guiding to performances, suggesting what would be interesting to see, how to take part and making sure they are enjoying their visit* To guide & support new volunteers.
* To assist the festival team working with artists stewarding performances,ensuring the

Festival runs smoothly with public safety in mind.* To promote the festival by providing information to the public about locations, performance

Times and encourage completion of the audience questionnaire. |
| Tasks and what you gainfrom this opportunity: | * Helping to ensure the festival runs smoothly, performances & workshops run on time &

 audience have a safe and enjoyable experience.* Promote the festival and encourage people to attend.
* Gain an understanding of festival objectives in relation to data collection.
* Encourage completion of the festival survey to collect vital data to be used for

evaluation & reporting & to assist in hitting targets in relation to funding objectives.* If required, be stationed at information points, assist the Events team with stewarding

performances or ticket collection. |
| Skills andqualifications/ requirements: | * Be able to talk to people in a friendly manner
* Good communication and organisational skills.
* A genuine desire to help the Arts by the Sea Festival reach its goals.
* Able to make your own travel arrangements to attend your volunteering opportunity

(travel passes may be available). * Listen to and follow instructions from staff within the remit of the volunteer role.
* Do your best to be reliable in regards to your hours and give us as much notice as

possible if you cannot attend. * Act and represent the Council in a suitable manner when wearing the Arts by the Sea

festival uniform.* Agree to work within BCP Council’s values, policies and procedures, as outlined in our

Volunteer Policy. |
| Further details: location, hours, expenses, insurance, behaviour, dress code: | * Based on site during the festival.
* To volunteer for a minimum of a for hour shift on the 7th and 8th September shifts will be

between 10.00am & 6.00pm.* For the main festival to volunteer for a minimum of a four hour shift over:

Friday 27th September from 1.00pm to 9.00pm, Saturday 28th Steptember and Sunday 29th September from 10.00am am to 8.00pm.* You & your volunteer coordinator will discuss what reasonable expenses you can

apply for.* You will be covered by BCP Council’s insurance while in this role & when on site at

the Arts by the Sea festival.* You may be asked to wear uniform if working on site during the festival.
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| What we gain from your involvement: | Your assistance is an invaluable resource for us and will help reach & develop our audience, widening participation in the arts in Bournemouth in general & specifically at the Arts by the Sea Festival. You will help us ensure the festival runs smoothly and our audience have an enjoyable time,help us hit our targets and ensure we meet our obligations to our funders.  |
| Meeting the team and induction: |  Training will take place at Bournemouth Civic Centre, where you will meet the team. |