



Job description for Place Makers: RawFfest volunteer programme

Eligible age: 18 - 25 years.

Application closing date: 6pm Wednesday 12th July 2017

Terms: This is an unpaid volunteer position. RawFfest will ensure you are not out of pocket during the volunteering and will pay your travel costs and provide meals. Up to 10 of the Place Makers will be residential, with free accommodation provided in Llandudno.

Benefits of being a Place Maker

- Free ticket to the whole festival, value of £50
- Free accommodation and food, and travel costs covered
- Free goodie bag
- Valuable training in skills that will help you find worthwhile work in the future
- Personalised job reference which you can use in the future
- Certificate confirming that you have been a Place Maker, and ASDAN accreditation
- A great experience!

Job purpose:

RawFfest GŵylGrai is an annual festival for young people throughout Wales aged 14 to 25. The festival celebrates the work created by young people across all art forms. This year's festival will take place at Venue Cymru, Llandudno from 17th - 20th August 2017. The Place Makers are important to the success of this festival to make sure everyone feels welcomed and that the venue has an exciting festival feel.

The primary role of a Place Maker is to help with the delivery of an enjoyable and safe experience for participants. They help Rawffest to maintain a high level of customer care and provide practical assistance both inside and outside the venue(s). As far as the participants are concerned, Place Makers are the "face" of Rawffest. It is therefore important that Place Makers present themselves in a positive and professional way at all times.

All the Place Makers will be trained in customer care, disability awareness and health and safety. You will also be able to opt for various specialisms within the festival:

- Administrative and event management
- Backstage and roadie
- Marketing and social media

Place Makers will be DBS checked. This means that Arts Development UK will contact the Disclosure and Barring Service to check that you do not have a criminal conviction that would make you unsuitable to work with young people.

Dates and hours:

7 hours per day between 9am to 9pm from Monday 14th to Wednesday 16th August. (It is hoped that Place Makers traveling from South and West Wales will be able to reach Venue Cymru by lunchtime on Monday 14th)

7 hours per day between 10am to 10pm for Thursday 17th to Sunday 20th August

Morning of Monday 21st August to assist with clear up.

This will be an intense experience. Other than for the core training sessions, you will work in smaller groups on shifts - some covering the beginning of the day, some covering the evenings.

We realise that some young people will want to be Place Makers but can't commit to all these dates. *Please apply anyway, and tell us which dates you can do.*

Responsible to: Director, RawFfest Youth Arts Festival Wales.

Key tasks:

- Welcoming participants, showing them where to register, assisting with registration and distributing programmes and goodie bags, taking groups to their accommodation
- Assisting with workshop registration
- Directing participants around the building and responding to questions and problems
- Looking out for anyone who doesn't seem to be enjoying themselves and sensitively encouraging activity or suggesting places to take time out etc.
- Stewarding individual events and workshops, checking wristbands and attendance lists, answering questions from participants about events and workshops
- Making the venue feel like a festival by putting up banners, creating activity zones etc.
- Assisting with setting up and clearing of venue(s) under direction from workshop leaders and front of house staff
- In the event of an emergency, assisting the Front of House Team and Rawffest staff as directed

Specialisms - all these are under supervision

- For administrative and event management: making checklists, signage, phone calls, chasing people up for information, getting feedback forms
- For backstage and roadie (depending on level of experience and availability of Venue Cymru technical staff): bringing in and taking out equipment, setting up light and sound, stage management etc.
- For marketing and media: street distribution of leaflets and posters, taking photos and uploading on Twitter and Instagram, maintaining Facebook feeds, filming activity, recording radio accounts, writing blogs.

Additional tasks: We expect the unexpected at Rawffest so duties may vary and Place Makers need to be flexible and willing to undertake a variety of jobs, which may not always match your interests. We understand and appreciate that this is a volunteer role and that you will be giving your time freely, but 100% attendance for your allocated shifts is required.

Personal specification (what we are looking for in a Place Maker)

Essential (what you must have)

Can-do attitude and willingness to work hard

Great communication skills and ability to deal with a range of enquiries

Ability to remain calm and good-natured under pressure

Reliable and punctual

A flexible and pro-active approach

Desirable (what it would be helpful to have, but you can still apply if you don't have it)

Welsh speaking

Previous experience with administrative, backstage or marketing tasks

Current DBS check

How to apply

Follow this link to an online form: <https://goo.gl/forms/tcN15nTMOxJelhOj1>

If you want to apply in Welsh, use this form: <https://goo.gl/forms/FuVQMui93FZ5aZCz1>

If you want to know more before applying, please contact Kate Owen, Administrator, RawFfest on kate@rawffest.wales

Applications should be emailed by 6pm Wednesday 12th July 2017

Additional information about the festival visit www.rawffest.wales