



**Job description for Place Makers:
RawFfest volunteer programme**

Eligible age: 16 – 25 years.

Application closing date: 5pm Wednesday 27th March 2019

Essential Training: March 30th and 31st 2019

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.

Benefits of being a PlaceMaker

- Free ticket to the whole festival, value of £20
- 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
- A great experience!

Job purpose:

RawFfest GŵylGrai is an annual festival, now in its third year, 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 Wales' Millennium Centre, Cardiff, from the 25th - 28th April 2019. Our volunteers, known as PlaceMakers, are integral 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 PlaceMaker 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. As far as the participants are concerned, PlaceMakers are the "face" of RawFfest. It is therefore important that PlaceMakers present themselves in a positive and professional way at all times.

All the PlaceMakers 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

Dates and hours:

The exact hours of work are still to be confirmed but we will be looking for PlaceMakers who can help with the set up for the festival on April 24th and throughout the day and evening from April 25th to 28th.

You will work in smaller groups on shifts during the festival – 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
- 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 WMC 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 to ensure the smooth and safe running of the festival.

Ideally PlaceMakers should be reliable and punctual and have:

A can-do attitude and be willing to work hard

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

The ability to remain calm and good-natured under pressure

A flexible and pro-active approach

And it would also be great if you:

Are Welsh speaking

Have previous experience with administrative, backstage or marketing tasks

Have an up to date DBS certificate (although this is not essential)

How to apply

Cut and paste this link into your browser:

<https://docs.google.com/forms/d/1vzsXLo5ca1mUXKiyn6AWMdj1WcJouSGYKGi2IDOsds0/edit>

If you want to apply in Welsh, use this form:

<https://docs.google.com/forms/d/1o0tpXpDy2otf0XrFhPHbnxZK2OvY1bdSXSgRjMw-JTc/edit>

If you want to know more before applying, please contact Fran Pickard, the Youth Liaison Coordinator for RawFfest on fran@rawffest.wales

Applications forms should be completed by March 27th 2019.

For additional information about the festival visit www.rawffest.wales