

Age & Opportunity

Bealtaine Volunteer Role Description

Bealtaine volunteers are required for the month of MAY 2019. We ask that Dublin based volunteers commit to two shifts each week or six shifts over the month. Volunteers outside Dublin may be required for less time. Shifts will be a maximum of 4hrs but may be shorter. Volunteers will be required to attend a training event in Dublin in early/mid April.

REPORTING DUTIES

- Reporting to the Arts and Culture Assistant Manager.
- Liaising with the Bealtaine Festival Team.
- Reporting to the venue manager/supervisor on duty if Bealtaine staff are not available. (The name of person you are reporting to at each event will be listed on your schedule.)

GENERAL RESPONSIBILITIES

- To be the public face of Bealtaine.
- To be a key point of information on the Bealtaine Festival programme.
- To carry out surveys with the public.

PUBLIC LIAISON

- To be a warm, friendly and welcoming presence at events.
- To act as a point of contact for members of the public.
- To have a good knowledge of the Bealtaine Festival programme of events and be ready to share key information and make recommendations to the public.

SURVEY TAKER

- At most events, we will require at least one volunteer to conduct surveys with the public.
- These surveys help us to evaluate how we are performing and identify needs and so are an extremely important part of a volunteer's role.
- Volunteers will be briefed about the surveys before the festival.

VENUE ASSISTANT

- To be reliable and a good time keeper.
- To make contact with the venue manager or supervisor on duty on arrival and liaise with them on your duties. They may have specific tasks for you to help with.
- Find out key information about the venue – where are the toilets, the auditorium, the wheelchair access/lift, the bar, the exits.

- If venue staff do not have specific duties for you, then the role is one of welcoming members of the public to the event as the face of Bealtaine and carrying out surveys – see below and encouraging people to sign up for our newsletter.
- There will be Bealtaine programmes on hand, take a note of where they are so you can hand to people if they have queries.
- Be a self-starter and take initiative if you see something that needs attention.

SOCIAL MEDIA / DOCUMENTATION

- Volunteers may be asked to take some photographs on their phone for documentation purposes at events and share these with the organisation.
- Volunteers should only take photos at public events and never of children.
- Volunteers can send these to the marketing manager's email or share through the festival Whatsapp group.

GENERAL REQUIREMENTS

- To follow the procedures outlined in Age & Opportunity's Procedures manual
- To undertake any other tasks as may arise from time to time.

To apply to be a Bealtaine Volunteer please fill out the application form, and return to margaret.roe@ageandopportunity.ie by March 31st 2019.