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**VOLUNTEER ROLE DESCRIPTIONS**

**FESTIVAL VENUE: Wingham Showground**

**1292 Gloucester Road, Wingham**

**Descriptions of volunteer roles at the Wingham Music Festival**

The festival committee makes every effort to assign roles so that the needs of the festival and the capabilities of the volunteers are matched.

Volunteers are required for the following dates:

Tuesday 10th, Wednesday 11th, Thursday 12th, Friday 13th (Event Day), Saturday 14th (Event Day), Sunday 15th (Event Day), Monday 16th October 2023

**BUILD Team: Tuesday, Wednesday, Thursday, Friday**

* On site build of bar and backstage areas.
* Set-up traffic, parking barriers signage
* Place signs around festival – directional, parking
* Placing bins
* Set-up marquees
* Setting up / checking toilet areas
* Solar lighting placed
* Flags banners and bunting placed
* Cleaning pavilion, tea rooms and merch shack
* Setting up Merch shack
* Set up entry gates at Gloucester Road and Rouse Street

**DÉCOR Team: Wednesday, Thursday, Friday, Sunday**

* Décor in festival space
* Assist in festival décor, decorate site as directed, erect flags and banners
* Pack down décor items

**PACK-DOWN: Sunday, Monday**

* Pack-up equipment
* Collecting rubbish
* Dismantle fencing
* Pack down marquees
* Take down Corflute posters and banners from road
* Check items against asset list, and place back in to container
* Taking down solar lights, flags, banners and bunting
* Cleaning pavilion, tea rooms and merch shack
* Packing down merch shack, Gloucester Road and Rouse Street gates

**GROUND CREW / SITE CONTROL: Friday, Saturday, Sunday**

As required:

* Assist with traffic control and parking
* Provide directions to stallholders, performers, volunteers
* Campsite direction
* Assist with gate control

**FESTIVAL GATES and TICKETING: Friday, Saturday, Sunday**

* Meet and greet patrons
* Sell Tickets and attach wrist bands
* Distribute programs and survey forms
* Provide general information and directions
* Conduct bag and Eski checks, checking tickets, checking off special ticket holders.
* More specific written information will be provided at induction

**FESTIVAL MERCH TENT: Friday, Saturday, Sunday**

* Sell Festival and performer merchandise – CDs, Books, Shirts
* Set-up & stock merchandise shop
* Use cash systems

**FESTIVAL VOLUNTEER FOOD: Saturday, Sunday**

* Set-up & assist in food preparation in Tearooms
* Follow safe food handling procedures

**STALLHOLDER ASSISTANT: Friday, Saturday, Sunday**

* Assist with Stallholder bump-in & bump-out
* Manage stallholder traffic onsite
* Liaise with stallholders and troubleshoot where necessary