

ST ALBANS FOLK FESTIVAL – Brief Job Descriptions

VENUE MANAGER/ ASSISTANT VENUE MANAGER – RESPONSIBLE TO: Festival Director

A Venue Manager and one (or more) Assistants will be assigned to each venue (eg Marquee, Church). The Venue Manager is responsible for the smooth running and appearance (tidiness etc) of their venue throughout the Festival. The Venue Manager (or their Assistant) checks in at the start of each performance to make sure all is in order – performers, sound, MC, volunteers etc – and makes arrangements to close the venue securely at the end of each evening.

OFFICE STAFF – RESPONSIBLE TO: Office Manager

Office staff are responsible for ticket sales, issuing wristbands, selling/distributing programs, selling raffle tickets & other general office duties. Cash handling / credit cards/ customer service experience would be very helpful.

FESTIVAL SHOP/MERCHANDISE STAFF – RESPONSIBLE TO: Festival Shop Manager

Staff in the Festival Shop sell Festival merchandise (e.g. t-shirts) and performers' merchandise (e.g. CDs). This includes keeping a careful inventory of performers' merchandise, checking in items on arrival and checking out unsold items at the end of the Festival.

MC/STAGE MANAGER – RESPONSIBLE TO: Performer Manager

The MC introduces each act and makes sure that the performance runs to time.

WRISTBAND CHECKERS – RESPONSIBLE TO: Volunteer Manager

Wristband checkers are assigned to each venue to ensure that only those who have valid tickets can enter.

GARBAGE COLLECTION / RECYCLING – RESPONSIBLE TO: Garbage Team Leader

Members of the Garbage Team ensure that the Festival site is kept clean, bins are emptied regularly and garbage is recycled responsibly.

HANDYPERSON / PRODUCTION SUPPORT – RESPONSIBLE TO: Festival Site Manager

Assists the Festival Manager with 1001 jobs over the course of the Festival, including erecting signs, making running repairs to infrastructure & equipment, directing traffic, erecting tents, moving boxes etc etc.

SET UP / PACK DOWN – RESPONSIBLE TO: Set Up/Pack Down Team Leader

Able-bodied helpers are required to set up the Festival site (From Wednesday & Thursday morning - or even Tuesday if possible) and to pack down on Sunday afternoon/evening & Monday.