



OPEN CALL – Calne Music & Arts Festival Volunteers

Calne Music and Arts Festival is currently looking for new **Festival Volunteers, Volunteer Sixth Form/ Student Artist representative** and in particular, a **Volunteer Bar Attendant**. The Calne Music & Arts Festival, now in its 46th year, offers a wide variety of Music and Art events over a 10-day festival in October each year. It is a non-profit charity with community at centre of what it does. The Festival is reliant on and thankful for the team of volunteers that put on the programme of events each year. As the Festival continues to grow, we look to recruit a team of Festival Volunteers to help us in the delivery of a range of Festival events, and we want to hear from you!

Festival Volunteers:

Being a Festival volunteer means that you will be involved in the organisation of the Festival, which takes place over ten days every October.

Festival volunteers are required for the duration of the 10-day Festival as well as in the lead up to the Festival dependant on the demands of the preparations.

No experience necessary however we are especially interested to hear from people with experience of marketing, social media or events. Students welcome to apply; there are plenty of roles and responsibilities that would be a brilliant experience.

Volunteer Sixth Form/ Student Artist representative:

The positions of Volunteer Sixth Form/Student Artist would suit someone creative, well-organised and passionate about creative arts in the community with availability for two weeks in October- varied times Morning/Afternoon/Evening. In return the Sixth Form/Student Artist is able to attend all events and concerts free of charge and contribute to this non-profit festival now in its 46th year! The Volunteer Sixth Form/Student Artist is responsible to the Art Committee.

We are especially keen to hear from students who would be interested in taking the lead on promotional / social media activity in the lead up to / during the festival.

Duties and responsibilities:

REQUIRED:

- Attend the necessary Art committee meetings
- Assist with the hanging and take-down of Open Art Exhibition, including handling artworks (during the festival)
- Assist with admin tasks relating to exhibiting artists or artists talks/lectures, gathering resources and liaising within the committee
- Social media support / photography

DESIRABLE SKILLS

- IT literate in keyboard skills as well as using Word, Excel, Google applications, Cloud storage and digital devices
- Take the lead in promoting the festival through social media, before, during and after the events

Volunteer Bar Attendant:

The position of Volunteer Bar Attendant would suit someone community-spirited with availability for two weeks in October, who enjoys serving drinks, music, the arts and is very responsible. In return, the Bar Attendant is able to attend all events and concerts free of charge and contribute to this non-profit Festival now in its 46th year!

The Volunteer Bar Attendant is responsible to the Festival Treasurer and is accountable for the bar finances.

Duties and responsibilities:

- **Applying for the bar licence (instructions for this are in place) .**
- Ordering commercial drinks for the Festival events (wine only)
- Ordering glasses
- Setting up the bar at the events where there is a bar scheduled (usually evenings from 6.30pm during the Festival period of 10 days)
- Serving drinks
- Managing bar finances
- Clearing up / often transporting boxes of wine to and from the venue
- Washing up glasses (there is often help with this, but this is a responsibility of the bar)
- Liaising with treasurer regarding bar takings / cash flow

Send your CV and covering letter to art@cmaf.org.uk (for the position of Bar Attendant we will require contact details of references as the role involves financial responsibilities and for the position of Volunteer Sixth Form/Student Artist we will seek a personal reference)

Deadline: January 31st 2020