



Volunteer Application Information 2018

Thanks for your interest in volunteering to be a part of the Machynlleth Comedy Festival in 2018! Working as a part of the team that makes the festival happen is challenging, rewarding and above all fun. We believe that a key part of the festival's success is down to the fact that so many wonderful people have offered their skills and enthusiasm over the past eight years, and we hope you can join us this year.

We want the Machynlleth Comedy Festival to be a warm and welcoming experience for everyone who attends the festival. Our crew help us to create a friendly and vibrant atmosphere for both our visitors and acts. Volunteering at the festival is a great way to gain skills, meet new people and be a part of something that you're passionate about.

We're looking for experienced and friendly volunteers who have a love of putting on events and watching live comedy. In this pack you will find all the information you need to find out whether you would like to be a part of the team. We're often on the look out for individuals to join our management team on the weekend as well, and so please indicate whether this might be for you in your application.

Have a look at the website, check us out on [Facebook](#) & [Twitter](#) and have a read through the role profiles below and see whether being part of the festival as a volunteer is for you!

Please feel free to contact us (helen@machcomedyfest.co.uk) if you have any questions.

We hope to hear from you soon.

The Machynlleth Comedy Festival Team

Role Profiles

Here at Machynlleth Comedy Festival we are extremely proud of our team, and they come from far and wide to be involved in the festival! We have attracted super enthusiastic, professional and caring volunteers and we are looking to expand that family!

If you feel like you fit the bill and would like to get involved please fill out the online application form on our website.

Please note, all volunteers are required to work the full three days of the festival, but shifts vary to make sure you manage to experience the festival from both sides. We also expect volunteers to help during the festival set up (Thursday 3rd May) and the festival break down (Monday 7th May) and attend the crew briefing (followed by meal and drinks) on the evening of Thursday 3rd May.

Volunteer Stewarding

Being a steward at Machynlleth means you really are the welcoming face of the festival! You will be assigned to one of the festival venues and be required to make sure all audience members get in and out of the venue safely. By the end of the weekend you will know exactly where the toilets are, fire exits and the nearest place for the audience to get a drink.

You will report to your Venue Manager and the Volunteer Manager.

Sound fun? Previous experience working with the public in a fast paced environment is a must. You will need to be confident, welcoming and work well under pressure

Volunteer Runner

If you're looking to gain experience in a production environment then being one of our festival runners could be for you. The festival site is roughly 500m by 500m, and yet what we cram in to that space has grown enormously over the years, therefore runners are essential to help keep everything moving over the weekend. You'll be fit and energetic as you'll primarily be asked by production and managers to get things from one place to another. These could be small items of technical kit, to box office door lists. Working closely with the Production Team you'll be ever-ready to get on your bike (possibly) and help-out.

You will report to the Production Manager

Sound fun? A great way to gain your first experience with the festival. You'll need to be up for a challenge and always ready to help.

Volunteer Box Office

Our box office is the hub of the festival and provides punters with not only the opportunity to purchase tickets for all of the shows at the festival but it is also the face of the festival, providing guidance and advice to make sure everyone makes the most of their time in Machynlleth. Housed in the Owain Glyndwr Centre you'll be at the heart of the festival, and welcoming people with a warm smile.

You will report to the Box Office Manager.

Sound fun? You need to be confident handling cash, be super organised and have a good knowledge of the festival programme. All this needs to be delivered with a big smile!

Volunteer Information Point Team

Our information points aim to provide answers to any and all queries from attendees. You will have a good knowledge of the festival as a whole, the UK live comedy scene **or** the town of Machynlleth. If you don't know the answer it will be your job to find out. You will be enthusiastic, happy to help and good at conversing cheerily with all-comers, as you are very much on the front-line of the festival.

You will report to the Information Point Manager.

Sound fun? Experience in customer focused roles preferred but not essential. Most important is a willingness to help, and an enthusiasm for the event.

Artist Liaison Team (Management Team)

Our artist liaison team make sure all our acts are signed in, happy and comfortable when they are on stage and for the rest of the weekend. The role requires a calm temperament, a great deal of organisation and problem-solving, whilst remaining professional at all times.

You will report to the Artist Liaison Manager.

Sound fun? Previous experience working with live acts is preferred.

Stage Management (Management Team)

Venue Managers are responsible for the day-to-day running of the venues. It is your responsibility to ensure safety of the public, the performers and our volunteers. The venues range in size but all are consistent in their professionalism and the strong customer service they give.

You will report to the Production Manager.

There are also a number of assistant venue manager positions.

Sound fun? You need to be confident, have good experience working in live venue environments and have some experience managing volunteers.

Production Office (Management Team)

We are looking for a super-organised, super-calm under pressure individual to join our production office team. You will have experience of working in production at a festival or arts venue. Please indicate on the form if this might interest you.

If you've got to this point and are still interested, yay, please fill out the Volunteer Application form.

Your application will be processed on receipt and there are a limited number of volunteer positions available and once positions are filled we will close the application process. If you don't hear from us straight away please be patient. We will get back to you.