



## Festival Runner

### Description of role:

Festival Runners play an essential role in the delivery of any festival or event. Runners provide vital assistance to the Production Team and must be able to think on their feet, use their initiative and respond quickly and efficiently to requests. Tasks may include transporting important people and supplies between venues, the set-up and clearing of stages between events and assisting with elements of stewarding, ticket-checking and customer service where required. While experience in similar roles in the past would be helpful, it is not essential as all volunteers will be fully supported throughout their time with us. All staff and volunteers will be briefed with regard to our Covid-19 policies and social distancing guidelines. As Festival Runners will frequently move between venues, a high degree of diligence and personal responsibility is required to ensure Covid-19 safety is maintained at all times. Whilst we acknowledge that additional precautions are needed at this year's festival, and that some things may be different, we are committed to providing a safe, enriching and rewarding experience to all our audiences, staff and volunteers alike.

### Health and Safety Notice:

Please be aware that due to on-going health and safety concerns surrounding Covid-19, all staff and volunteers must be comfortable with, and able to follow, standard social distancing protocols that will be practised across the festival, this may also include the mandatory wearing of facemasks and other PPE. Training will be provided so that all team members can express confidence and diligence in their roles.

### Location:

Multiple venues across the City of Bradford

### Timescale:

Festival events run from 25<sup>th</sup> June to 4<sup>th</sup> July 2021

### Training:

All volunteers must attend an induction session with a briefing on the requirements of their roles and their responsibilities during the festival, as well training in Covid-19 protocols.

Volunteers can choose whether to attend one or both of the following induction events:

Tuesday 22<sup>nd</sup> June | 1pm – 2.30pm

Wednesday 23<sup>rd</sup> June | 6.30pm – 8pm

These dates may be subject to change. The venue will be located centrally in Bradford, close to bus and rail links, and will be confirmed at a later date.

### **Availability:**

Volunteer shifts may take place in the morning, afternoon or evening and will be based on your availability, with a maximum shift length of six hours inclusive of a break.

Volunteers must be available for a minimum of two shifts across the festival period.

### **Main Tasks and Responsibilities:**

- Provide assistance to the festival Production Team, Venue and Stage Managers, across multiple sites.
- Carrying and moving items between festival venues.
- Support the Customer Experience Assistants as and when required.
- Supporting event delivery with mic running where required.
- Awareness and understanding of Covid-19 procedures and a heightened level of due diligence due to movement around the festival.

### **Volunteering may suit you if:**

- You have an interest in literature, arts and culture.
- You have a positive and outgoing personality.
- You are well-presented, reliable and personable.
- You feel confident in a customer-facing environment.
- You have a willingness to work as part of a team.

### **How to apply:**

Volunteers must be aged 16 or over.

To apply please follow this link complete the form:

<https://www.surveymonkey.co.uk/r/2YG8KL6>

Please contact us at [volunteers@bradfordlitfest.co.uk](mailto:volunteers@bradfordlitfest.co.uk) to discuss any access requirements you have. We are committed to making reasonable adjustments where possible to maximise access to volunteering.