



Stage Assistant – Role Description

This role is ideal for anybody who enjoys the hustle and bustle of busy events and will relish the opportunity to be involved first-hand. As a Stage Assistant, you'll assist the events team in caring for and preparing festival speakers, setting up the stage and ensuring the event runs smoothly. This will also involve assisting with the question and answer section of events, taking microphones out into the audience.

This is a brilliant opportunity to develop your communication skills and work as part of a team, vital abilities for anybody looking to pursue further education or go on to the world of work. You'll also pick up basic event management skills and learn a thing or two from our expert Stage Managers and Technicians. It is also a fantastic way to meet new people and build confidence.

Reports to - Stage Manager/ Event Technician

Role - To look after the stage and backstage area and assist in the running of events this will include:

- Looking after festival speakers as they arrive and prepare for their event
- Assisting with stage set up and care under direction of the Stage Manager
- Providing microphone support during audience Q&A's under the direction of the Event Technician
- Assisting audience members as they enter the venue, directing them to seats or advising of exit procedures etc.
- Complying with all instructions from the Stage Manager/ Event Technician including health & safety instructions
- Being the friendly face of the Festival
- Wearing the Festival T Shirt provided so that you can be clearly identified
- Being the eyes and ears of the Festival and advising the Stage Manager or Volunteer Supervisor of any issues at the Festival such as:
 - Medical emergencies (staff or volunteers)
 - Venue problems e.g. trip hazards
 - Litter/rubbish accumulation
 - Any other issue which gives you cause for concern

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