

# **Royston Arts Festival**

## **Festival Assistant**

### **Role description**

Festival Assistants will help with the smooth-running of the Festival  
Duties will vary according to the event and volunteer availability and capability

#### ***Responsibilities and Duties***

##### *Prior to the festival*

- Distribution of Festival literature - posters, programmes and fliers and promotion of Festival at local events, eg Kite Festival

##### *During the festival*

- help with staffing events and assisting at workshops and exhibitions
- ensuring equipment is in the right place at the right time
- helping to maintain public safety and enjoyment of the Festival

#### ***What we are looking for***

Flexible approach to tasks, a good team worker

Good sense of humour

Interest in supporting your local community

Initiative and enthusiasm

Reliability and punctuality

#### ***Time Commitment***

Flexible according to individual circumstances.

#### ***What we can offer you***

All reasonable out of pocket expenses

The opportunity to increase your skills and knowledge of the arts, your local community and employability where appropriate

#### ***What we ask of you***

Carry out your voluntary role to the best of your ability

Dress and act appropriately in your role

Meet time commitments and standards agreed

Support RAF procedures and standards by:

- Being aware of your own health and safety and of that of others
- Respecting others and treating people equally irrespective of age, sex, race, class, economic status, disability, sexual orientation and religious belief