

Berwick Film and Media Arts Festival - Volunteer Roles

We encourage volunteers to complete a variety of sessions and so get a good feel for the different parts of the Festival. However, if some areas are of particular interest to you, please let us know and we will try to focus your sessions on these activities. Please note, some roles require specific skills and so will not be offered to all volunteers.

Venue Stewards are in attendance at all exhibition venues. Pairs of Venue Stewards look after each venue and help visitors make the most of their experience.

Key Responsibilities:

- Talking to and engaging with visitors
- Keeping the venue tidy and organised
- Being familiar with the artwork (training given) and helping visitors to access it
- Recording visitor attendance
- Reporting any technical difficulties to staff members
- Responding to visitor queries about the exhibition, Festival and Berwick

Abilities:

- Friendly, welcoming attitude
- An interest in Art and Film
- Reliability
- Knowledge of Berwick an advantage

Venue Steward sessions primarily take place during the day (between 10am and 6.30pm) and are 3-4hrs long.

Maltings Stewards are based at The Maltings and perform key duties around film screenings and events held there.

Key Responsibilities:

- Welcoming audiences to the venue
- Taking tickets
- Helping audiences find their seats
- Recording attendance

Abilities:

- Friendly, welcoming attitude
- An interest in Film
- Teamworking

Maltings Stewards sessions take place between 10am and 10pm, usually lasting 2-4hrs each.

Info Desk Volunteers are primarily based at the Maltings and Berwick train station, with occasional sessions in other locations around Berwick. They provide information to visitors about the Festival programme and the town.

Key Responsibilities:

- Welcoming audiences to the Festival and Berwick
- Providing information about Berwick and the Festival
- Giving out leaflets and catalogues
- Selling Festival t-shirts and bags

Abilities:

- Friendly, welcoming attitude
- Knowledge of Berwick
- Good understanding of the Festival Programme (training provided)
- Cash handling

Sessions take place between 10am and 9pm and are 2-4hrs long

Evaluation Volunteers ask visitors to complete Festival evaluation forms at a variety of Festival venues.

Key Responsibilities:

- Collecting responses to evaluation surveys
- Collecting email addresses for the Festival mailing list
- Directing visitors to other Festival venues

Abilities:

- Comfortable approaching and speaking to visitors
- Knowledge of Berwick
- Good understanding of the Festival Programme (training provided)

Evaluation sessions are between 10am and 6pm and last 3-4hrs.

Production Volunteers assist the production team in setting up, maintaining and taking down signage, exhibitions and installations.

Key Responsibilities:

- Assisting with signage placement
- Maintaining non-public areas, keeping them tidy
- Transporting materials and equipment between venues

Abilities:

- Comfortable working in a variety of locations and in a physically active role
- Knowledge of Berwick an advantage
- Interest in technical aspects of media arts and film exhibition

Production sessions are throughout the day and evening, from 9am to 9pm lasting 4-6hrs occasionally with long breaks between activities.

Events Volunteers assist in the set up and smooth running of a variety of special events in different locations around Berwick

Key Responsibilities:

- Setting up spaces for events
- Serving drinks
- Taking money and giving change
- Recording attendance
- Clearing up once events have finished

Abilities:

- Over 18 for licensing purposes
- Customer service skills an advantage
- Cash handling
- Comfortable in a physically active role

Events sessions are predominantly in the evenings, between 5pm and 11.30pm and last from 2-4hrs.

Driving Volunteers ensure that Festival filmmakers and artists arrive in and leave Berwick safely and on time.

Key Responsibilities

- Collecting guests from airports in Newcastle or Edinburgh
- Returning guests to airports in Newcastle or Edinburgh
- Occasional short journeys to drive guests to other locations

Abilities:

- A driving license and access to a car (mileage +parking costs paid for journeys taken)
- Safe and confident driving skills
- A friendly, welcoming attitude
- Knowledge of Berwick and surrounding areas

Driving sessions depend on flight arrival and departure times. It's expected that one return

journey to and from Berwick should take no longer than 4hrs - though there may of course be unexpected flight delays.