

## VOLUNTEER RECRUITMENT MAY 2019

Endelienta is the year-round arts programme at St Endellion. We run concerts, exhibitions, workshops, literature events including the North Cornwall Book Festival, reflective days and an outreach programme in the local community. You can find out more about us at [www.endelienta.org.uk](http://www.endelienta.org.uk) and [www.ncornbookfest.org](http://www.ncornbookfest.org).

Our work is carried out by a team of three paid staff and many volunteers. Volunteers are at the heart of the organisation and hold a variety of roles ranging from key responsibilities to casual roles.

We are looking for new volunteers to join our team. We welcome people of all ages, backgrounds and experiences into the organisation. This includes those who are looking for experience in arts management, administration or operations, people who have appropriate specialist skills and, and those who want to get involved in arts in the local community in North Cornwall. Our volunteers might give anything from a few hours a year to a few hours a week. All we ask is that you are someone who enjoys the arts and believes in the role the arts have to play in our lives.

We are currently looking for help in these areas:

**Social media** (working from home, approx. 2-3 hours a week)

To work with our Marketing Manager promoting the organisation on social media. Skills needed: Good social media skills. You do not have to be based in the immediate area for this role.

**Publicity** (working from home, times to suit you, hours variable)

To support our Marketing Manager in publicising Endelienta events, particularly to local press and media.

Skills needed: Good written English, computer literacy, good organisational skills.

**Reflective Days** (working partly from home, partly on site at events. Reflective days take place approximately once a month)

To work with our Reflective Day programmer on the programme and publicity for the Reflective Days and to help with the operations of the days themselves.

Skills needed: General all-round skills and an interest in the Reflective Day programme.

**Make Club assistant** (One Saturday morning a month, approx. 3 hours)

To support our Outreach Officer with the once-a-month Saturday morning Make Club for families.

Skills needed: An interest in / experience of working with children and their parents / families. An interest in art and craft activities

**Box Office – Advance sales** (shared role) – (working from home, variable, about 15 mins a day)

To process online bookings for Endelienta events, take / respond to phone bookings, issue reports as required.

Skills needed: Computer literacy; good with people.

**Box Office - Door sales** (shared role) (At St Endellion, occasional concert nights, approx. 3 hours)

To share the on-the-night box office role on a rota, taking ticket money (cash and card), cashing up.

Skills needed: Good with people, good with money.

**Photographer / videographer** (At St Endellion or occasionally elsewhere. Hours occasional)  
Working with our Marketing Manager to help the organisation maintain a good professional record of Endelienta's activities. Must own own equipment.  
Skills needed: good photographic / videographic skills.

**Second Front of House Manager** (At St Endellion, occasional concert nights, approx. 4 - 5 hours)  
To substitute for the Front of House Manager at occasional events, overseeing the smooth-running of the event and liaising with the performers.  
Skills needed: Good people / people management skills, good organisational and operational skills, ability to work well with and motivate the volunteer FOH team.

**Second Bar Manager** (at St Endellion, occasional concert nights, approx. 4 hours)  
To stand in for the Bar Manager – setting up, overseeing, taking down the bar and cashing up on occasional concert nights.  
Skills needed: Good with money. Good people skills. Good organisational skills. Willingness to carry heavy loads.

**Sponsorship** – (working from home, hours variable).  
To help the Development Manager in seeking business sponsorship for North Cornwall Book Festival and Endelienta.

**Advertising** – (During the lead-up to the Book Festival only. Working from home, hours variable).  
To help the Marketing Manager to find new advertisers for the NCBF programme.

**Car parking** (Occasional. Mostly evenings, on a rota, at concerts, which average about 2 a month. Max. 1 hour, usually less).  
To undertake car parking duty before concerts / evening events start or daytime during book festival)

**Casual stewards** (at St Endellion, some concert nights, frequency entirely up to you)  
To join the team of casual stewards who do front of house duties on concert nights, such as taking tickets, selling programmes, showing people to their seats.  
Skills needed: Good people skills, willingness to take a professional approach.

**Exhibition stewards**  
To help with stewarding art exhibitions in the St Endellion Hall at certain times.  
Skills needed: interest in visual arts, good people skills (provide visitors with information as requested), some admin/financial skills to deal with sales.

**Casual volunteers** (Book festival – one session or several sessions during the 4-day festival)  
All rounders to help with: schools' days; stewarding; supporting authors; driving; car parking; helping in the café; helping in the kitchen (catering for authors); and various other tasks.

**Casual publicity distributors** (year-round)  
To join the team who distribute / put up season brochures and posters in specific areas.

**Assistant treasurer / bookkeeper**  
To assist with invoice payments / bookkeeping.