



Artist Liaison Volunteers

Purpose of the Role

The biennial Tunbridge Wells Puppetry Festival (TWPF) is a celebration of puppetry dedicated to bringing the very best of this art form to new audiences. TWPF will take place on Thursday 12th, Friday 13th and Saturday 14th October 2017.

We are looking for enthusiastic volunteers to join the festival team, to help make our local festival a truly memorable event for everyone.

The Role will include the following tasks for which full training will be given in advance of the festival;

- Meeting and greeting artists (including international companies).
- Assisting with the 'get in' of the company to the theatre or performance space
- Ensuring the artists have everything they need to be able to perform at their allocated time.
- Introducing the artists to the technician who will be able to discuss their technical requirements with them in advance of the performance.
- Offering advice to the artists on the local area as required.
- Being available, willing and enthusiastic throughout the event.
- Listen and respond to visitor comments and encourage them to complete feedback forms.
- Provide support by handing out programmes and leaflets etc to audience members.
- Assisting with the 'get out' of the company from the theatre or the performance space
- The Artist Liaison Volunteer will be allocated a particular Theatre Company and will remain with that company throughout its time in the theatre or performance space
- Supporting the festival staff while on site as requested.

Role requirements

- To undertake this role you will need to be someone who takes initiative and can think on their feet, to be trustworthy and to approach situations with maturity.
- You will also need to be friendly and approachable to be able to communicate with the artists and performers.
- A good knowledge of the Tunbridge Wells area is a plus.
- To undertake this role you must be over 18 years of age.

Training provision

All volunteers will be given a full induction for their role and the relevant policies and procedures for the festival. Volunteers will be given full support and supervision throughout their volunteering period.

Availability

If you'd like to get involved, you must be free to volunteer between Friday 13th and or Saturday 14th October 2017

Registration

To register your interest in volunteering at the TWPF please email Su Collings Volunteer Co-ordinator - sucollings@gmail.com

Deadline for approaching the festival is Friday 9th September 2017. An early expression of interest in this role would be appreciated in order to help the festival plan for the event.

Supported by



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TUNBRIDGE WELLS
MUSEUM &
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