

BlueBoxt Creative and Performance Arts Volunteering

What is BlueBoxt?

BlueBoxt Creative and Performance Arts (BCPA) is a volunteer-run charity based in Wensleydale, North Yorkshire. The organization offers a wide range of community arts-based activities, including theatre and concert performances, regular workshops, one-off activities, and mentoring for all age groups. BlueBoxt collaborates with various partners to provide these opportunities across the Yorkshire Dales and beyond.

In addition to the many one-off events and on-going community involvement projects, each year, BlueBoxt presents two major festivals in Leyburn, North Yorkshire:

- **Wensleydale Community Arts Festival** (June)
- **Leyburn Jazz Festival** (October)

Volunteers are crucial to the success of BlueBoxt events, contributing to all aspects of planning and execution. Volunteering with BlueBoxt is an opportunity to be part of a vibrant arts community, develop new skills, and support the arts in a meaningful way.

The Role of Volunteers at BlueBoxt

Volunteers at BlueBoxt are essential ambassadors for the organization, contributing to its friendly, supportive, and inclusive environment. Whether working on festival preparations or supporting events, volunteers play a crucial role in maintaining the safety and enjoyment of performers, participants, audience members, and fellow volunteers.

General Duties for All Volunteer Roles:

- **Professionalism and Courtesy:** Always represent BlueBoxt positively and courteously.
 - **Participation:** Attend team briefings and training sessions, as well as your agreed volunteer duties.
 - **Complaint Resolution:** Address and resolve any complaints or issues promptly and courteously.
 - **Health and Safety:** Adhere to all health and safety regulations, ensuring tasks are performed safely.
 - **Incident Reporting:** Report incidents and observations to BlueBoxt for monitoring and improvement.
 - **Emergency procedures:** Be familiar with and enforce venue emergency procedures, including evacuation plans and access to first aid.
 - **Collaboration:** Work with other team members in a supportive way to ensure the smooth running of events.
 - **Environment:** Support the efficient use of resources and environmental sustainability.
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Specific Volunteer Roles

1. Publicity Distribution

- **Team:** Marketing and Distribution
- **Objective:** Support the marketing efforts by distributing posters and brochures.
- **Key Duties:** Identify and replenish display locations, maintain records of distributions, and assist in post-event clean-up.

2. Artist Liaison

- **Team:** Front of House
- **Objective:** Ensure artists have a professional and enjoyable festival experience.
- **Key Duties:** Act as the point of contact for artists, assist with set-up and tear-down, and monitor artist needs and behaviour.

3. Event Steward

- **Team:** Front of House
- **Objective:** Ensure a safe and welcoming environment for all attendees.
- **Key Duties:** Welcome guests, assist with seating, monitor audience behaviour, and ensure the venue is clean and safe.

4. Refreshments Staff

- **Team:** Front of House
- **Objective:** Manage refreshment services at events.
- **Key Duties:** Set up and maintain refreshment areas, assist attendees, and ensure cleanliness.

5. Bar Staff

- **Team:** Front of House
- **Objective:** Provide efficient bar service while adhering to legal regulations.
- **Key Duties:** Serve drinks, monitor consumption, handle payments, and ensure a clean and safe bar area.

6. Meet & Greet Staff

- **Team:** Front of House
- **Objective:** Make attendees feel welcome and manage the flow of guests.
- **Key Duties:** Greet guests, provide directions, assist with registration, and ensure a smooth entry process.

7. Box Office/Registration Staff

- **Team:** Front of House
- **Objective:** Efficiently process audience entry and manage ticket sales.
- **Key Duties:** Register attendees, handle payments, provide information, and ensure the safety and enjoyment of all attendees.

8. Entrance/Exit Safety Steward

- **Team:** Front of House
- **Objective:** Maintain safety at entry and exit points.
- **Key Duties:** Manage crowd flow, monitor for safety issues, and assist with emergency procedures.

Each volunteer role is integral to the success of BlueBoxt's events, helping to create a memorable experience for everyone involved. Volunteers are encouraged to take ownership of their responsibilities, attend training sessions, and work collaboratively to ensure the success of all activities and events.