

# PECKHAM

## FESTIVAL

www.peckhamfestival.org |    @peckhamfestival

## Festival Volunteers Role Description & Volunteer Agreement

### About Peckham Festival:

The Peckham Festival is back for its 3rd year, and hoping to pack even more into an event that celebrates creative and cultural Peckham.

In 2017 the festival attracted well over 15,000 people to 183 events across 65 venues; involving 38 restaurants or bars, 9 galleries, 171 individual artists, 12 creative businesses across 12 artist studio complexes, and showcased 17 local musical acts and 15 non-profit community groups - all ably assisted by 68 volunteers made up of local members of the community and beyond. We want to do this and more in 2018!

Peckham Festival is proud to have become a Community Interest Company (CIC) and we continue to be free to the public and 100% not for profit.

We are looking to for Volunteers to assist on the delivery of the upcoming festival from now until the festival completion. The set-up and take-down of the festival takes place between the 11-18th of September and we remain open and accommodating to everyone's time commitments and schedules. The festival itself runs from **Friday 14th - Sunday 16th September** in Peckham SE15.

### Purpose of Festival Volunteer:

Running a festival on such a scale requires a dedicated team of volunteers who will support the Festival Team in a variety of practical and operational ways in the run up and from start to finish of the festival. Without our volunteers we could not run this event and our volunteers are the lifeline of the Peckham Festival.

### Roles and Responsibilities:

There are a variety of ways in which you can get involved in the running of the Festival – from stewarding to photography. Below is a summary of the types of areas we would like our Festival Volunteers to get involved with. **You can get involved with one or many of them. Take your pick!**

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## Social Media Delivery and Analytics:

- Helping us build our social media presence in the local community and to encourage participation and engagement.
- Gain experience in creating and maintaining digital marketing campaigns, monitor progress using web analytic tools, and answer directly to social media inquiries
- Create new ideas and campaigns, and measure how effective those ideas are
- Drive our new crowd funding campaign online to help fund the festival
- Following, liking, sharing and engaging with our content on the following platforms: [Instagram](https://www.instagram.com/peckhamfestival) ([www.instagram.com/peckhamfestival](https://www.instagram.com/peckhamfestival)), [Twitter](https://www.twitter.com/peckhamfestival) ([www.twitter.com/peckhamfestival](https://www.twitter.com/peckhamfestival)), [Facebook](https://www.facebook.com/peckhamfestival/) ([www.facebook.com/peckhamfestival/](https://www.facebook.com/peckhamfestival/))

## Journalism:

- Contributing relevant, topical and locally focused, experience-led content to the [Peckham Festival Blog](http://www.peckhamfestival.org/blog/) (<http://www.peckhamfestival.org/blog/>) both during and in the lead up to the festival. Undertaken under the guidance of the Festival Director / Volunteer Manager, this is a great way to exercise and develop your writing skills and communicate the exciting projects of Peckham's local community to a wider audience! Volunteers have creative freedom and will steer their own projects.

## Blogging:

- If you are a avid blogger / self publisher, source community focused stories for your own blog / contribute to Peckham Festival blog by featuring / commenting /covering Peckham Festival events, people in our community / local projects etc.
- You'll research topics and develop interesting posts that will appeal to the community and creative, adaptable, and analytical with excellent writing skills in the process

## Operations / Events Management:

- Providing hands-on support to the delivery of the diverse Festival events which include musical performances, artists open studios and a Sunday carnival. Encompassing a variety of tasks including stage building, sign-painting, picking up / delivering equipment, tech support, security support, distributing brochures, stewarding, crowd controlling etc.

## Community Engagement:

- Supporting community engagement at the Festival is a directly public and participant facing role, acting as an ambassador of the Festival. Towards ensuring that Peckham Festival continues to be an inclusive, accommodating and open environment for everyone in the community for years to come
- Tasks include engaging in dialogue with participants / audiences, conducting short surveys / interviews with participants via a very informal questionnaire.

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## Filming:

- Supporting the documentation of the festival via. moving image, to be used to social media and for future promotional purposes. Volunteers must supply their own equipment. Volunteers have the right to their footage and any footage donated to the festival for our future promotional and use will be fully credited.

## Photography:

- Supporting the documentation of the festival via. still photography. Suitable for both budding photographers or those interested in learning more about event photography, this is a great way to get your work out there! Images will be shared throughout the festival via social media and our Flickr account, communicating the fantastic events that went on and will feature in future promotional material. All contributing photographer's images will be credited.

## During the Festival you will be:

Working with a very diverse group of people of all ages including Festival staff, volunteers, participating artists, performers, community groups, local business, charities and organisations. This role will be carried out within high traffic environments and may require multi-tasking. We want to support you to do it well and to learn from the experience, and also to enjoy your time with Peckham Festival. We encourage you to communicate with your supervisor ([Volunteer Manager, Jide Alade](#)) about your experience and to reflect.

## What you will gain as a Festival Volunteer:

- Experience of working in coordination with a large team
- Detailed knowledge of running a festival
- Be part of creating a multidisciplinary event in celebration of Peckham and it's diverse community
- Meet many like minded individuals along the way

## Other important information:

- Full induction will be given (***You must be available to attend one evening induction session, location in Peckham TBC***)
- Food vouchers redeemable during the Festival will be provided
- We will require ID check and one reference

## The Volunteer Agreement:

This Volunteer Agreement's purpose is to set out the hopes and expectations of each party. This Volunteer agreement does not, and is not intended to create a contractual relationship between Peckham Festival and the volunteer.

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This agreement is binding in honour only, is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

## Part One - Peckham Festival commits to the following:

- To provide induction and training.
- To provide supervision, support and flexibility.
- To make volunteering with Peckham Festival accessible to all and to accommodate/support individual needs.
- To delegate tasks appropriately, supporting your individual motivations to be involved with the festival and your personal development. This will be primarily based on the information you have provided to us via. your Volunteering Application form.
- To provide necessary training/ feedback in Health and Safety
- To ensure all volunteers are accommodated in accordance with our Equal Opportunities Policy.
- To resolve problems, grievances and difficulties fairly and to provide feedback.
- To provide complimentary lunch on shift (redeemed by tokens).
- To supply references upon request.

## Part Two - The Volunteer Agrees to:

- To attend 1 of 2 short mandatory induction sessions in early September (date and time TBC). - To Support the Delivery of Peckham Festival 2017.
- Perform the volunteering role to the best of their ability in coordination with the rest of the Peckham Festival Team.
- Follow the organisation's health and safety procedures.
- Maintain the confidential information of the organisation and those they come in to contact with through the organisation.
- Meet time and shift commitments and standards agreed to, and give reasonable notice when this is not possible.
- To promote engagement with the festival and it's programming via social media where applicable.

## Key Peckham Festival Contacts:

**Jide Alade** (Volunteer Manager, [volunteering@peckhamfestival.org](mailto:volunteering@peckhamfestival.org), 07930616750)

**Jordana Leighton** (Festival Director, [jordana@peckhamfestival.org](mailto:jordana@peckhamfestival.org), 07773362408)

**Kelly Stewart** (Festival Producer, [production@peckhamfestival.org](mailto:production@peckhamfestival.org), 07540724698)

**Ian Graham** (Event and Short Term Hire Manager, [ian@copelandpark.com](mailto:ian@copelandpark.com), 020 7635 0000)