

## **Event Host Volunteers**

### **Roles and responsibilities**

- Serve as a vital liaison between LIFT's Festival Coordinator and front of house teams at London venues to ensure that LIFT performances and events run smoothly.
- Act as stewards, dealing with comments, queries and complaints from the general public and direct audiences to performances.
- Be well informed of all events in the LIFT programme and be open and able to discuss and promote these productions to audience members.
- Help with distribution of LIFT brochures, flyers and posters at performance venues.
- Assist with the issuing of tickets to customers before performances, where required, whilst having a good knowledge of ticket prices and availability for events and LIFT's ticketing policies more generally.
- Be aware of safety procedure in each venue and make choices to ensure the safety and protection of all audience members and other volunteers wherever possible.
- Collect vox pops, videos and quotes from audience members before and after shows, and during intervals, if appropriate.
- Support on the generation of material for social media and digital marketing for both the festival at large, and individual performances.
- Assist with preparation and hosting of VIP events such as guest registration, cloakroom, preparing and handing out gift bags.
- Host the events and be first point of contact for information and artist assistance, being aware of the LIFT programme and communicating your knowledge to guests as and when required.
- Be available to support with any last-minute needs or requirements at specific events, including collecting food, drinks, administrative items and decorations.
- Present a friendly and approachable face for LIFT.

### **What LIFT expects from our volunteers**

- Passion and enthusiasm for LIFT's vision
- Appetite for contemporary theatre and performance
- Enjoy working with, and talking to, a wide range of people of different ages, ethnicities, cultural backgrounds
- Reliable with excellent time keeping
- Good organizational skills and attention to detail
- Good written and spoken English
- Ability to work and remain calm under pressure

- Good sense of humour
- Ability to work independently as well as in a team

### **What you can expect from LIFT**

We could not deliver the ambition and scale of LIFT without our volunteers. The LIFT team are there to support you and help you to have the best possible experience over the festival, whatever your motivation.

Volunteers will gain valuable experience as part of the LIFT team, making connections with theatre companies and performance venues as well as having the opportunity to attend dress rehearsals, LIFT 2018 events and parties, and to join our priority mailing list.

Please note that all voluntary roles are unpaid. If you have any concerns, please let us know.