



## MOON FESTIVAL VOLUNTEERING OPPORTUNITIES

**Moon Festival, a week-long cultural extravaganza, makes its debut in the Royal Borough of Greenwich this July with an out-of-this-world programme celebrating our relationship with the Moon.**

With the goal of breathing wonder into London's nights, the festival will showcase an eclectic programme of art, music, politics, science, astronomy, gastronomy and botany – all seen through a lunar lens.

We need an amazing team of people to make the festival a success. Whether you would like to give up a couple of hours during festival week or are interested in a more responsible role that gives you experience for your CV, we would love to hear from you!

We are looking for volunteers who can help us in the following areas:

- Marketing and Creative Digital Communications
- Event Management
- Site Decor Designers
- Artist Liaison
- Site Production
- Stewarding
- Box Office

We offer training, champion community and we promise you'll be part of the most soulful party of Summer 2019. You'll discover a community of like-minded people and will gain valuable experience in the festival industry. Furthermore, we will happily provide you with a reference once the Festival has finished.

To get in touch with us about volunteering please contact India at [info@moonfestival.co.uk](mailto:info@moonfestival.co.uk) with a summary of what you would like to offer the Festival in terms of your skills and experience and how much time you are able to commit to the Moon Festival.



## **ROLES AVAILABLE**

### **Marketing and Creative Digital Communications**

Marketing Volunteers help plan and deliver our marketing strategy, identifying opportunities to promote the festival, distributing promotional materials and using on and offline communications to drive ticket sales and help spread the word. We also welcome people with design/photoshop skills who can create promotional materials.

### **Event Management**

Event Management Volunteers take an active role in coordinating all aspects of an overall event including working with existing partners and building new relationships as necessary, coordinating the design of the venue and the design and distribution of marketing materials and managing a small team of volunteers on the day of the event.

### **Site Decor Designers**

Volunteer Site Decor Designers will work with a set budget to decorate and light several festival venues to create inviting and visually striking festival spaces. The spaces include General Gordon Square in Woolwich for the opening night Street Party, Woolwich Library for an immersive lunar themed night time yoga experience and a community theatre and university lecture theatre.

### **Artist Liaison**

Artist Liaison Volunteers support our Festival Administrator and Production Managers in welcoming artists and speakers and ensuring they have a good experience with Moon Festival. Tasks include meeting and greeting artists, confirming travel and schedules in advance of artists arriving and working with stage management teams to ensure the smooth running of their events.

### **Production Assistants**

Production Assistants are essential for the smooth running of events and carry out tasks such as helping to set up spaces, assisting crew with cabling and lighting equipment and decor.



### **Event Stewards**

Event Stewards are the first port of call for festival goers, responsible for helping with general enquiries and helping to make a great event. With the support and direction from a professional security and stewarding company, they also act as the eyes and ears of the festival, being alert to any safety issues that occur.

### **Box Office Volunteers**

Box Office Volunteers greet festival-goers at all ticketed events, check names off the online booking list and complete cash sales on the door. Their role is vital for the smooth running of an event and they provide a welcoming presence for our festival goers. Some experience handling money is essential.

### **Programme Distribution Volunteers**

Program Distribution Volunteers hand out flyers to members of the public or deliver programmes or flyers to public spaces including libraries, community centres, cafes and pubs and also door to door in selected areas to ensure that all members of our community know about and can engage with the festival. You'll be given a set route to do and can deliver the programs at a time that suits you.