



## FESTIVAL STEWARD SUPERVISOR | JOB DESCRIPTION

JOB TITLE:	Festival Steward Supervisor, b-side 2021
CONTRACT:	Freelance (you must be registered as self-employed and personally responsible for tax contributions)
FEE:	£10 per hour
LOCATION:	On site at b-side Festival across the Isle of Portland
REPORTING TO:	Festival Steward Team Leader
START DATE:	20 <sup>th</sup> August 2021
APPLICATION DEADLINE:	6pm, 16th August 2021
INTERVIEW DATE:	18th – 19th August 2021 via zoom

### ABOUT THIS ROLE

**Love culture? Love meeting new people? Love the outdoors?**

**Then b-side is looking for you! We have a wonderful Festival planned for this year, with lots of different events and art installations popping up all over the beautiful Isle of Portland.**

**We are looking for 6 enthusiastic, friendly, and reliable people to become our Festival Steward Supervisors at the b-side festival 09 - 12 September on the Isle of Portland, Dorset.**

During the four days of the festival, supervisors will be required to work a minimum of 2 x 8-hour shifts as well as assisting the parade on the final day of the festival with crowd safety management. The supervisor team will work together to support the larger team of festival volunteers, stationed across the Isle of Portland, and be a point of contact as and when the volunteers need it.

As well as looking after the wellbeing of the volunteers, you will be interacting with visitors to the festival. Communication with visitors is an essential component in assisting audience members to take part fully and help artists achieve their ideas. Each site has an exhibit or event which you will need to be familiar with as well as event safety.

b-side are committed to making this Festival as accessible and welcoming to as many people as possible, especially after the last year. We would like to make sure our committed volunteers feel supported and comfortable and that's where our Supervisor roles come in! Public facing events have come with new measures and changes in etiquette and behaviour and we would like to relieve our volunteers of some of the pressures that they can bring.

Supervisors will be supported by the Festival Steward Team Leader.



## KEY TASKS

- Programme information, flyer distribution, and top ups of festival promo materials at various sites.
- Tablet technology support and assisting volunteers in collecting visitor surveys.
- To ensure that all festival COVID-19 safety protocols are adhered to and implemented.
- Apply First Aid and welfare support where needed.
- Cover stewarding posts if required.
- Helping with briefings, setting up, changeovers and packing up throughout the day.
- Assisting with minor accident, minor injury and lost child procedure.
- Assisting with the Festival Parade on **Sunday 12th September 4pm - 6:30pm (approx)**.

## DESIRABLE SKILLS, EXPERIENCE, and BEHAVIOURS

- Car driver: due to the nature of the festival, supervisors will be required to drive a car and have use of their own car to travel across multiple sites during the day. (Expenses will be discussed).
- Up to date DBS certificate required.
- Registered as self-employed.
- A good knowledge of Portland.
- Calm, approachable, and friendly.
- Able to think quick and adapt to changing situations.
- Enthusiastic and confident.
- Comfortable working as part of a team.
- If the applicant does not currently hold an up to date first aid certification, they must be available for a group training session on **Sunday 22<sup>nd</sup> August @ Portland Community Venue**

## FEE AND TERMS

£10.00 per hour

Each supervisor will work 2 x 8 hr shifts between 9<sup>th</sup> – 12<sup>th</sup> September 2021, you will be expected to be available at least 2 dates during the festival as well as joining the parade on Sunday 12th September, 4pm - 6:30pm (approx).

We would like to give the opportunity for our supervisors to take part in a First Aid Training Course - Emergency First Aid at Work, if they are not already first aid trained or require a refresher. This will be on **Sunday 22nd August** 1 day x approx 7 hours, paid at £10.00 per hour.

A briefing session will be arranged, this will likely be over zoom and possibly a face to face meeting to go through using the tablets for surveys.



To apply please send the following information to [monika@b-side.org.uk](mailto:monika@b-side.org.uk)

- An up-to-date CV
- A letter of application, no more than 1 side, setting out why you wish to apply for the position and the skills and experience you can offer

Interviews to be held online via zoom.

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INTERVIEW DATE: 18<sup>th</sup> – 19<sup>th</sup> August 2021 via zoom

## ACCESS

If you have access requirements, and would prefer to apply in a different format, or would like us to make reasonable adjustments to the interview process, please contact [monika@b-side.org.uk](mailto:monika@b-side.org.uk) or text Monika 07743 95915 to request a callback.

## CONTACT

Please get in touch with Monika [monika@b-side.org.uk](mailto:monika@b-side.org.uk) if you have any questions about the role.

## OVERVIEW OF B-SIDE FESTIVAL 2021

b-side is an internationally recognised and locally loved arts organisation that both embodies and enriches its place of origin - the Isle of Portland in Dorset. This island is the beating heart that inspires b-side's work, but our projects and opportunities extend all over Dorset and beyond.

We work with and commission artists who are as excited by the bigger picture as the smallest detail. Our current 'Common Lands' programme regards Portland as a microcosm to explore relationships to and with land. We invite artists, residents and researchers to create unique and inventive projects inspired by the themes of 'people' and 'place'. We host big discussions on topics that affect us both locally and globally, and create art that exists in unusual and unexpected places.

Underpinning our approach is the recognition of the need for sustainable tourism. We want everyone to be able to experience everything we love about Portland in a way that respects and benefits the island and those who live and work there.

Every two years, we produce the b-side festival, which brings new, unique art to local audiences and visitors alike, sharing incredible stories about and with the Isle of Portland, as well as the rest of the world. b-side is run by a collaborative team of artists, producers and curators with experience in visual arts, live art, performance, social practice, heritage, environment and arts education. In 2012, we were awarded funding from [Arts Council England](#) to become a National Portfolio Organisation.

**Thank You. We look forward to meeting you soon!**