

Volunteer roles

Office Assistance

Beginning two months out from the Festival, these volunteers sign up to respond to email call outs for assistance at our Braddon Office. It could be asking if you're willing to work a set couple of hours a week on photocopying, careful proofreading of an article or to come in for a single morning putting lanyards together. Each call out asks your availability for an upcoming date lets you know what task is required.

Front of House

Known for their helpfulness, friendliness and flexibility, this role encompasses traditional ushering, assisting patrons with mobility needs, venue set up or tidying and flexible support of the production team or patrons- as well as the eyes and ears for all potential needs or hazards around the venue. It may be at one of our indoor venues, or at our spectacular outdoor events (unless you tell us that mobility makes this difficult for you). FOH generally arrive 1 hour before and leave 1/2-1 hour after a concert. We roster to give FOH good access to the music but there are times of sold out performances when this is not possible, or time when some FOH are rostered to roles in the foyer or green room for part of the concert.

Ticketing Desk

The ticketing team is rostered to any non-sellout concerts. We have a simple to utilise electronic payment system, but a willingness to take responsibility for a cash float is required. The team arrives at a venue up to one hour before a concert. In venues other than Fitter's Workshop, there may be some setting up of the ticketing desk and portable signage. After the commencement of the concert, the ticketing team is free to pack up, leave or join the concert.

Bar

A Safe Service Certificate is required with the bar team generally operating only at evening and weekend concerts. The bar team is responsible for the bar set up, selling prior to concerts and during intervals and tidying or packing up and securing the bar. Around these duties, the bar staff is able to listen to the concert (space permitting). Willingness to assist in taking home a load of glasses for dishwashing is much appreciated but not mandatory.

Drivers

Drivers are our most valuable team, as their absolute dependability in getting performers to concerts and rehearsals is vital. Drivers use their own cars and are rostered for a morning,

afternoon or evening to pick up artists (and maybe their instruments) from the airport, their accommodation or after a concert. The artists allocated will depend on the match of their instruments to your car size. It's a great way to meet performers, and point out landmarks in our city. Drivers working 2-3 shifts are offered a pair of concert tickets, and get first offer of any free tickets going for concerts where space is available.

Production Support

A great opportunity for those beginning or contemplating a career in music/events or those who love the "behind the scenes" of the Festival. Volunteers are generally linked to one of our production teams and work within that team to make the concerts happen. It may be venue set up, stage set up, artist care or working alongside the sound or lighting crew. Dependability, stamina and flexibility are the characteristics required here. It's great experience for young adults, even if they are not into our music as many of our production staff work across all types of festivals and can give good industry advice, so suggest this role to those not normally looking at volunteering for our festival.

Greenroom Support

This is a great role for those interested in artists "behind the scene". Volunteers are rostered to the Greenroom at Fitters or ACC&C to keep the Greenroom open and secure, maintain the tidiness and catering supplies and act as a support to artists in this setting through knowing where to find who is the venue manager, warm up room, toilets, rehearsal schedules, performance information etc. or a needle and thread or bandaid. Good social skills are a requirement here, being able to "read" which performers like to chat, those that require to be quiet and undisturbed or those fully engaged in conversation with other performers. A good book to read while on duty helps and we make sure that you get access to 1/2 concerts with intervals or offers of free tickets to others concerts.

Rehearsal Venues

A great job for those wanting a "behind the scenes" look at concert production. Volunteers are rostered to a rehearsal venue and do anything necessary to maintain the venue or assist the artists, taking some of the load off the production staff. It may be tidying the venue between rehearsals, topping up the catering or welcoming artists and showing them the facilities, or simply keeping the venue secure as production staff zoom off to do pick ups. Dependability, reliability and a good eye for identifying what is needed is required for this role.

Breakfast Concerts

A willingness to be up early and be absolutely dependable are the hallmarks of this role. The Breakfast team arrives 1-1/2 hours before the start time, depending on the requirements of

the venue. There may be some set up of chairs required, often very quietly as sound checks may be happening. Then volunteers assist the caterer in setting up the tables to serve the food. When patrons arrive, it's friendly assistance with the buffet breakfasts and coffees. After the concert, you assist the caterer to pack up and to leave the venue tidy, perhaps some packing away of chairs will be necessary. So it's a fast and furious hour prior to the concerts, then you get to hear the concert before the guests leave and pack up happens. Each venue is different and will require different tasks; flexibility is really required here.

Artist Hosts - Billeting

CIMF still requires some billets for visiting artists. It may be a single artist, or you maybe able to offer accommodation to two (or more) members of a group. Accommodation with an en suite is preferred. Those who billet generally find it a great experience and often artists have developed long standing relationships, asking to return to the same billet on there next performance in Canberra. If you decide to transport your billet to and from concerts, we can generally find a bit of space at the back of the concert, and all billeters are offered a pair of tickets to highly desirable concerts.

Artist Hosts - City Host

More artists are now being accommodated in hotels, but we don't want to lose our reputation of the "Friendly Festival". And after all, we do live in one of the world's bests cities! So a new volunteer role is "city host"; for those willing to be assigned a visiting artist and during their stay offer those things that personalise their visit - maybe a welcome at the airport and settling them into their accommodation, a city tour between rehearsals or maybe a visit to a venue of particular interest to them, advice on where to eat or even transport to rehearsals (you can sit and listen if the venue manager is ok with that). As we don't know what any artist will want, this requires a flexibility as well as friendliness on the part of the host. This may be a great opportunity for start of career professionals or amateur musicians to meet international or interstate musicians.

Bump In

Always a run against time, a team is required to come in to assist in putting out chairs, labelling chairs, tidying and decorating the Fitters and the Marquee. Always we hope that this will happen on the Monday or Tuesday before the festival, but work delays may push back the schedule. So many hands...