

Volunteer Development Program

Role	Creative Production Volunteer
Area of Interest	Music, Festivals, Project Management, Creative Production, Event Design, Administration
About Pangaea Festival	Pangaea Festival is a student led music festival which provides both a variety of music and value for money for students. The upcoming festival is due to include 4 indoor/outdoor stages for artists and will aim to attract 4500 students for a spectacular production.
Description of Role	You will be responsible for supporting the planning and delivery of Pangaea Festival in June 2018 as an active member of the Creative Production Volunteer Team. This role involves creating the theme for the event and delivering this concept through to the live event. You will report to the Head of Creative Production Volunteers who will work closely with the Activities Officer and Students' Union Events Team to ensure you are fully supported and have suitable guidance to fulfil this role.
Reports to	Head of Creative Production Volunteers
Volunteer Tasks	<p>Contributing to the idea generation of the festival theme</p> <p>Assisting with the creation of 3 event theme proposals to pitch to Team Pangaea, Activities Officer and Students' Union Events Team</p> <p>Conducting event décor research based on the theme</p> <p>Liaising with the Head of Creative Volunteer Team with updates of task progress</p> <p>Provide details to the Head of Creative Volunteer Team to support them in obtaining costs for realistic décor options</p> <p>Contribute in the creation of a décor plan that includes research, design, décor build and delivery (with support from the Students' Union Events Team)</p> <p>The opportunity to become lead volunteer for a specific stage/event space</p> <p>Assist with the build of all décor and store any installations safely in the Students' Union as coordinated by the Head of Creative Volunteer Team</p> <p>Participate in Health and Safety training to ensure all décor installations are safe - this may include ladder training and fire proofing décor pre event</p> <p>Assist with the décor set up during the site build prior to the event</p> <p>Assist with the décor breakdown ensuring everything is removed off site safely and stored in a prearranged location</p>
Desirable Skills and Qualifications	No skills or qualifications needed, just lots of enthusiasm! Although an interest in creative production or event design would be a bonus.
Benefits	<p>Gain insight into event design for a festival with multiple venues and stages</p> <p>Learn about creative production for a sizable event</p> <p>Learn the importance of meeting key deadlines</p>

Volunteer Development Program

Collaborate with other enthusiastic students on fun, challenging and rewarding mini-projects

Develop in confidence in a professional workplace environment

Learn to adapt to real-time event challenges

Obtain health and safety training qualifications relevant to creative production

Demonstrate your level of dependability to key industry professionals and University staff alike

Feel highly rewarded for contributing to the success of the largest student led event on campus

A free ticket to Pangaea Festival (subject to completing volunteer hours)

The opportunity to make new friends

Volunteer Location	Based at University of Manchester Students' Union Building, however lots of tasks can be completed on/off site.
Are volunteer expenses available?	No, however you will be entitled to a free Pangaea Festival ticket if you complete your volunteering hours. All décor tools and materials will be provided.
Duration of role	Ongoing
Start date	February 2018
End date	May 2018 – Re-elections of Head Roles June 2018 - Handover
Opportunity times	Flexible – volunteering hours can be arranged with Pangaea's Volunteer Management team throughout the year to suit you. Please note there will be busier periods leading up to the event. A project timeline will be provided to you with key tasks relevant to your area of interest.
Minimum Hours Commitment	12 hours in total – you are more than welcome to complete more hours if you wish. Remember, completing the minimum number of hours also entitles you to a free ticket to Pangaea Festival.