

## Volunteer Development Program

<b>Role</b>	Head of Creative Production Volunteers
<b>Area of Interest</b>	Music, Festivals, Project Management, Creative Production, Event Design, Administration
<b>About Pangaea Festival</b>	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.
<b>Description of Role</b>	You will be responsible for leading the Creative Volunteer Team to support in the planning and delivery of Pangaea Festival in June 2018. This role involves creating the theme for the event and delivering this concept through to the live event. You 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.
<b>Reports to</b>	Activities Officer
<b>Volunteer Tasks</b>	<p>Leading and managing the Creative Production Volunteers</p> <p>Leading the idea generation of the festival theme</p> <p>Supporting your team with the creation of 3 event theme proposals to pitch to the wider Team Pangaea, Activities Officer and Students' Union Events Team</p> <p>Liaising with the Students' Union Events Team and Activities Officer with updates of team progress</p> <p>Supporting your Creative Production Volunteer Team with event décor research based on the theme</p> <p>Obtain quotes for realistic décor options</p> <p>Create a décor plan that includes research, design, working with technical specifications, décor build and delivery (with support from the Students' Union Events Team)</p> <p>Manage the décor budget as allocated by the SU Events Team</p> <p>Allocate lead volunteers for each stage/event space</p> <p>Coordinate the build of all décor and arrange with the Students' Union Events Team for storage options</p> <p>Organise Health and Safety training with the Head of Volunteer Management - this may include organising ladder training for volunteers and fire proofing décor pre event</p> <p>Manage your team on site during the event build to coordinate the décor set up</p> <p>Brief aftermovie videographer of décor installations to ensure there is good coverage of event décor that highlights the overall event theme</p> <p>Coordinate décor breakdown and ensure everything is removed off site safely with enough support from your Creative Volunteer Team</p>

## Volunteer Development Program

<b>Desirable Skills and Qualifications</b>	No skills or qualifications needed, some technical knowledge would be ideal and lots of enthusiasm for design! An interest in creative production or managing a team would be a bonus.
<b>Benefits</b>	<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>Develop budgeting skills for a live project</p> <p>Learn the importance of meeting key deadlines</p> <p>Collaborate with other enthusiastic students on fun, challenging and rewarding mini-projects</p> <p>Develop in confidence in a professional workplace environment</p> <p>Learn to adapt to real-time event challenges</p> <p>Obtain health and safety training qualifications relevant to creative production</p> <p>Demonstrate your level of dependability to key industry professionals and University staff alike</p> <p>Take ownership of your team's progress and develop your leadership ability</p> <p>Feel highly rewarded for contributing to the success of the largest student led event on campus</p> <p>A free ticket to Pangaea Festival (subject to completing volunteer hours)</p> <p>The opportunity to make new friends</p>
<b>Volunteer Location</b>	Based at University of Manchester Students' Union Building, however lots of tasks can be completed on/off site.
<b>Are Volunteer expenses available?</b>	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.
<b>Duration of Role</b>	Ongoing
<b>Start Date</b>	February 2018
<b>End Date</b>	May 2018 – Re-elections of Head Roles June 2018 – Handover
<b>Opportunity Times</b>	<p>Flexible – volunteering hours can be arranged with Pangaea's Volunteer Management team throughout the year to suit you.</p> <p>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.</p>
<b>Minimum Hours Commitment</b>	1-2 hours per week – 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.