

Volunteer Development Program

Role	Head of Artist Management Volunteers
Area of Interest	Music, Festivals, Project Management, Artist Liaison, Stage Management, 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 leading the Artist Management Volunteers to support in the planning and delivery of Pangaea Festival in June 2018. This role involves contributing to programme the festival line up and managing artists during the event to allow you to gain experience of artist bookings and liaison. You will work closely with the Activities Officer and Students' Union Events Team to ensure you fully supported and have suitable guidance to fulfil this role.
Reports to	Activities Officer
Volunteer Tasks	<p>Leading and managing the Artist Management Volunteers</p> <p>Gathering feedback of artists & music genres students would like to see at Pangaea (from our collated rosters & individual research) to influence the festival line up</p> <p>Supporting your team with event research of competing events such as The Warehouse Project and Parklife Festival to conclude which artists could not perform at Pangaea</p> <p>Liaising with the Students' Union Events Team & Activities Officer with updates of team progress</p> <p>Chairing regular bookings meetings with your Volunteer Team, Activities Officer and the Students' Union Events Team to discuss stage programming and artist budgeting</p> <p>The opportunity to get involved with artist negotiation with booking agents alongside the Activities officer, following the SU Events Team booking process</p> <p>The opportunity to support the SU Events Team with booking artist hospitality</p> <p>Supporting your Volunteer Team with creating professional and student artist itineraries using the SU Events Team Templates</p> <p>Managing student performer applications and issuing suitable student contracts with the support of the SU Events Team</p> <p>Creating Artist Liaison / Stage Management briefing packs with the support of the SU Events Team</p> <p>Manage the artist liaison support team and stage management support team on site during the live event</p>
Desirable Skills and Qualifications	No skills or qualifications needed, but an ability to conduct yourself professionally and lots of enthusiasm! An interest in music or managing a team would be a bonus.
Benefits	Gain insight into the current music industry

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- Developing knowledge around artist bookings
- Learn to adapt to real-time event challenges
- Develop confidence in a professional workplace environment
- Collaborate with other enthusiastic students on fun, challenging and rewarding mini-projects
- Demonstrate your level of dependability to key industry professionals and Union staff alike
- Learn the importance of meeting key deadlines
- Take ownership of your team's progress and develop your leadership ability
- 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.
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	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.