



JOB SPECIFICATION

Post: Backstage Assistant - Volunteer Position
Responsible To: Gala Show Producer, Backstage Manager
Location: The Festival Theatre

It takes a lot to put on a superb performance. Half of this is on stage, the other half is off. The Backstage Assistant role is crucial in contributing to a safe, smooth and effective delivery of the Festival Gala Show. It is very important for us to provide our Festival audiences with top quality service and a great experience.

This is a great opportunity for you to enhance your CV, meet new people and get to watch the best magicians from the UK and all over the world. We would ask you to commit to a half day shift on Thursday 7th July (approx. 6 hrs) and a full day shift on Friday 8th July (approx. 12 hrs in total, there will be breaks and meals), to assist with the rehearsal and delivery of the Festival Grand Finale – **MagicFest Gala**.

You will also be required to attend a compulsory Magic Training Day which will take place on **Sunday 26th June from 11am till 3.30pm**, as well as a short job-specific training and health & safety briefing on site.

As a member of the Volunteer Team you will have access to any Festival shows (as long as they are not sold out), and you will be invited to MagicFest Volunteers Afterparty (Saturday 9th July). You will also receive a souvenir volunteer staff t-shirt.

Key Tasks and Responsibilities:

- Liaising with performers
- Preparing backstage area for the show
- Assisting performers with preparation and handling of props
- Troubleshooting during the show
- Reporting any damaged or missing props to the performers or producer ASAP
- Ensuring backstage safety
- Assisting with any other backstage tasks assigned by the producer or performers

Person Specification:

You will be able to work effectively as part of a team, and have an interest in practical, hands-on work. Reliability, positive attitude and an eye for detail are necessary; you should also be able to remain calm and helpful, especially when working under pressure. Ideally you will have backstage experience, or work experience in performing arts.

Other essential requirements include:

- A good working knowledge of English
- Polite and friendly manner
- Able to follow instructions
- **Desirable:** An interest in the performing arts and/or magic
- Being excited about having an amazing MagicFest 2016!