31st May to 8th June 2024

Brockley Max Festival

This is a very special year for Brockley Max as we will be celebrating its 23rd birthday. We are very excited to bring the festival back with nine days filled with community events ranging from exhibitions, art trails, poetry events and our popular Opening Night and Craft Fair.

Volunteer Role Description:

Title of role:	Raffle Management Assistant Role
Hours:	During May (couple of hours to organise rotas/ card readers/raffle tickets/ paperwork); organise the team of raffle ticket sellers (rotas) During the festival 31st May - 8th June After the festival (admin and money counting, evaluation)
Venue/location:	A set venue TBC
Activities:	Before the festival (May)- working closely with volunteer coordinator: - Prepare raffle tote bags for sellers: clipboards, cash float, raffle tickets stubbs, pens, maps of the venues, card readers) - Prepare induction meeting with raffle ticket sellers - Establishing list of events to sell tickets and number of sellers required for each event - Prepare raffle admin sheets - Get cash from the bank (to confirm with Moira) and prepare and manage float for the sellers - Organise the set up of card readers for volunteers sellers During the festival: - Organise collection and drop off of raffle tote bags for sellers - Making sure tote bags are always fully ready for

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	raffle ticket sellers - Be point of contact for raffle ticket sellers (via text or phone call) - Manage card readers distribution and collection - Manage raffle admin rota and paperwork - Manage cash floats - Securing cash - Keeping safe all tickets stubbs and prepare them for raffle draw on the 10th of June After the festival: - Evaluation
Skills and Experience required:	- Able to take responsibility of your work and work under no supervision - Confident talking and managing a small group of volunteers - Able to be polite and courteous - Comfortable handling cash and card readers - Able to handle few easy administrative tasks - Able to work with Excel - Willing to work as part of a team and to cover agreed hours - Able to handle sensitive situations with discretion - Keep fluid communication with volunteers, other festival colleagues and the volunteer coordinator
Training provided:	Appropriate Induction and Briefing period will be provided
Expenses provided:	We will reimburse reasonable amounts that volunteers have to spend on travel and childcare if agreed in advance and on production of receipt when volunteering for us

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Support provided:	Face-to-face, phone and email communication during the duration of the volunteering period. Feedback forms will also be provided We'll feed volunteers who do more than 4 hours work Volunteers will be provided with a B-Max's T-Shirt
Supervisor:	Chernel Sharpe, Volunteer Coordinator: volunteer.brockleymax@gmail.com June, Ticket Sellers Coordinator: junediegan@googlemail.com

What is Brockley Max?

Now in its 23rd year, Brockley Max is a fantastic community arts festival celebrating local talent, and encouraging the imaginative use of different venues across Brockley, Ladywell, Crofton Park and Honor Oak Park.

What will the 2024 festival consist of?

- Nine days of great events from 31st May to 8th June
- Our opening event 'Brockley Max Opening Night' on Friday 31st May from 4pm to 10.30pm by Brockley Station will feature live music and dance performances
- Our Art In The Park on Hilly Fields on Saturday afternoon 8 June featuring children's art workshops, a live stage, a craft market, performances and food.

Wonderful and varied arts events that are a rich mix of local talent and genres from across the area!

How to apply for a volunteer role:

Please complete our Volunteer Form- here

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Chernel, volunteer coordinator, will be in touch ASAP after receiving your form to arrange an informal discussion if necessary and with details of how you can sign up for shifts.

Brockley Max Festival Volunteer Roles

As well as the specific duties mentioned below, all volunteers are required to:

- Complete a 2024 volunteer application form and sign a volunteering agreement
- Have a brief informal meeting with the Volunteer Co-ordinator to discuss their application. (Not necessary for existing/regular volunteers)
- Stick to agreed shifts and/or duties or notify the volunteer co-ordinator if you are unable to do so
- Familiarize themselves with festival risk assessments and take responsibility for their own personal health, safety and wellbeing
- Work at all times in accordance with volunteer policies and procedures

Volunteer Rewards:

Volunteering with Brockley Max will bring you many benefits:

- Meet new people
- Learn and gain skills in the running and setting of events; get a reference letter
- Make a different in the local community
- A special invitation to our Volunteer Thank You Party
- Get a Lewisham Community Card: https://www.lewishamlocal.org.uk/
- Be part of an exciting Art Festival in its 23rd edition, attend unique events!

Volunteer Feedback:

Brockley Max values your opinions and suggestions while helping Brockley Max and you'll receive a Feedback form to express your thoughts after your work is finished with us. While you are helping Brockley Max, the volunteer coordinator will offer you ongoing support and she'll be happy to listen to all your queries.

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Thank you for reading. We *are looking forward to welcoming you as a part of our volunteer team!*