



## Help Make Peterborough Pride Happen! Volunteer call-out.

*Volunteers make Peterborough Pride happen, and this year is no exception. If you have an interest in supporting the LGBTQIA+ community, then we'd love to hear from you, we're looking for a team of volunteers to help us create an unforgettable event.*

**About Peterborough Pride:** Peterborough Pride is an annual festival dedicated to the LGBTQIA+ community in Peterborough, organised by a group of volunteers who are passionate about equality and the values of inclusion. Rescheduled from June 2020, Peterborough Pride will take place on **Saturday 21st August 2021** and is a free event, providing a platform that not only raises awareness of the LGBTQIA+ community, but campaigns for a better city that recognises and celebrates difference.

We are looking for enthusiastic and friendly volunteers who are interested in being **event stewards, parade stewards, artist assistants or social media assistants.**

### Layout of the day:

**Street Party Set Up:** from 9am – 1.00pm

**Parade:** 1pm – 1.30pm (gathering from 12.00pm at The Key Theatre)

**Street Party:** 1.30pm - 6.00pm (Cathedral Square)

**Street Party Take Down:** from 6pm - 8pm



## Volunteer Information

**Volunteer briefing:** To volunteer with us you must attend one of our volunteer briefing sessions, so that you can find out all the behind-the-scenes information that you will need. Our volunteer briefings will be held on **Thursday 19<sup>th</sup> of August** at Metal Chauffeurs Cottage St Peters Road, Peterborough PE1 1YX and you can join one of the two time slots below.

**3.00pm - 4.30pm**

**or**

**7.00pm - 8.30pm**

You only need to attend one of these sessions, where you will be briefed about your volunteer role, tasks and health and safety for the day as well as a chance to ask any questions.

**Expenses:** We are able to offer a contribution to volunteers expenses such as parking, travel costs and lunch. Further information about expenses will be sent across to you and detailed at the volunteer briefing.

**Under 18:** If you are under 18 and would like to volunteer, we will need parent/legal guardian consent. If interested, you can also volunteer with your parent/legal guardian and support the pride together.

**To register your interest for any of these roles or if you have any questions, please e-mail [volunteering@peterboroughprideuk.com](mailto:volunteering@peterboroughprideuk.com) with which roles interest you and your availability on the day. We will come back to you as soon as possible.**

## Volunteering Roles:

### **EVENT STEWARDS**

#### **Role description:**

To be a friendly contact for attendees and members of the public to find out more information about Peterborough Pride and the Street Party. To help in the setting up and taking down of the Street Party.

#### **Responsibilities:**

##### **Street Party Set Up roles:**

- Placing and set up of deckchairs.
- Helping to decorate the mainstage.
- Helping to layout the space (putting up signs, laying out tables)
- Setting up dressing room areas for artists (tables, chairs, mirrors)

##### **Street Party roles:**

- Welcoming Pride attendees at the entrance and counting them / stamping them in.
- Being a friendly face and first point of contact for attendees.
- Collecting waste on site, minimising litter.
- Providing information on where to find facilities, what acts are on the mainstage etc.
- Reporting incidents to First Aid Responders and the Volunteer Co-ordinator
- Assisting in looking after the spaces surrounding the Street Party

##### **Street Party Take Down roles:**

- Packing stage decorations
- Taking down signs, clearing the space of any left-over waste
- Placing left over items in lost property
- Collapsing and packing away deckchairs

#### **Skills and qualities:**

You will need to be able to communicate clearly and effectively with a wide range of people, providing clear instruction. You will be friendly and enthusiastic and able to remain calm and polite when dealing with numerous questions at any one time.

**Reports to:**

Event Stewards report to Volunteer Co-ordinator

**Length of Time role needed:**

We are offering several timeslots to volunteers, you can choose to do 1 or multiple timeslots, depending on your preference and availability.

**3h time-slots:**

- 9am – 12pm (Set-up)
- 12pm – 3pm (This includes set-up and event stewarding the Street Party)
- 3pm – 6pm (Street party stewarding)
- 6pm – 8pm (Street Party take down)

Special Equipment/clothing needed: Comfortable and durable footwear. Loose and comfortable clothing. Bringing water bottles to refill.

**PARADE STEWARDS**

**Role and Description:**

To support the parade to travel safely from The Key Theatre to Cathedral Square.

**Responsibilities:**

- Being a friendly face and first point of contact for attendees.
- Guiding parade attendees safely through the route
- Being familiar with the layout of the route and able to assist the public by giving event information and directing them to facilities.
- Reporting any incidents to First Aid Responders and the Volunteer Co-ordinator
- Assisting in managing the parade I.e., keeping the Parade 4 people across, coordinating the traffic lights at Bridge Street
- To staff marker points on the parade route
- Monitoring the parade and making sure there is no left-over litter

**Skills and qualities**

You will need to be able to communicate clearly and effectively with a wide range of people, providing clear instruction. You will be friendly and enthusiastic and able to remain calm and polite when dealing with numerous questions at any one time.

**Reports to...**

Parade Stewards report to Brian Bell from the EMBRACE Team and or Volunteer Co-ordinator.

**Length of Time role needed:**

12:45pm – 1:45 PM

Special Equipment/clothing needed: Comfortable and durable footwear. Loose and comfortable clothing. Bringing water bottles to refill. Please bring minimal bags as there is no secure lockers for them.

**ARTIST ASSISTANTS**

**Role and Description:**

The artist assistant will help the artists and acts that are performing at the Street Party. The assistants will be the first point of call of any questions or queries by the acts and will be looking after and managing the dressing rooms.

**Responsibilities:**

- Guiding acts to the backstage and dressing room areas
- Relaying information to performers
- Managing the backstage spaces: making sure they're clean and orderly
- Assisting acts on and off stage if needed
- Setting up dressing rooms
- Cleaning and maintaining dressing room areas

**Skills and qualities**

You will be able to organise different tasks and be punctual, as well as be a friendly face for performers to get in touch with for any questions or queries. You will be enthusiastic and be able to work well under pressure.

**Reports to...**

The Volunteer co-ordinator and Stage Manager

**Length of Time role needed:**

We are offering several timeslots to volunteers, you can choose to do 1 or multiple timeslots, depending on your preference and availability.

**3h timeslots:**

- 9am – 12pm (Set-up dressing rooms and welcoming artists)
- 12pm – 3pm
- 3pm – 6pm
- 6pm – 8pm (Clear-up, helping artist pack up)

Special Equipment/clothing needed: Comfortable and durable footwear. Loose and comfortable clothing. Bringing water bottles to refill.

**Social Media Assistants**

**Role and Description**

The profile of Peterborough Pride is increasing, and with this being one of the few Prides taking place in 2021. We want to capture as much of the day as possible, especially for those who are unable to come experience Pride in person, from boomerangs of the Parade to videos and pictures of the acts on the mainstage. Social Media assistants will have access to the Peterborough Pride Facebook, Twitter and Instagram accounts to share and create content on the day, working in conjunction with the Peterborough Pride media team.

**Responsibilities:**

- Creating content for the Peterborough Pride social media accounts, which might include but not limited to:
  - Posting videos and images on the Peterborough Instagram story
  - Publishing tweets about the event on Twitter
  - Creating Boomerangs for Facebook and Instagram
- Showing and promoting the Parade and/or Mainstage to Peterborough Pride's audiences and networks

**Skills and qualities**

For this role you should be responsible and trustworthy but also enthusiastic and passionate about Peterborough Pride, respectful of social media and not afraid of hard work! You will need to be confident in engaging with a wide variety of people to gather updates for social media. You should be able to think on your feet, be resourceful and have a creative eye. Use of a personal mobile phone will be required.

**Reports to**

This role will report to the Volunteer Coordinator and Peterborough Pride media team.

**Length of Time role needed:**

We are offering several timeslots to volunteers, you can choose to do 1 or multiple timeslots, depending on your preference and availability.

**2h timeslots** 12pm – 2pm (Parade and Street Party Opening)

- 2pm – 4pm (Street Party 12pm – 3pm)
- 4pm – 6pm (Street Party)

These times depend on how many people wish to volunteer and for what platforms they wish to use.

Special Equipment/clothing needed: Comfortable and durable footwear, waterproof clothing if weather is rainy. Optional is a power charge pack for your mobile.