



FESTIVAL TEAM COORDINATOR

Freelance position

Salary £250 per event day / £150 per prep day

Mileage costs will be remunerated on receipt of claim form

The Role

Music Declares Emergency are looking for a capable, confident and enthusiastic Festival Team Coordinator to oversee our NO MUSIC ON A DEAD PLANET campaign stall at festivals across the UK this summer. The stalls will encourage festival goers to sign up to the No Music On A Dead Planet movement and distribute information on the campaign alongside our hugely popular temporary tattoos.

Role Responsibilities

- Volunteer management and logistics including advance accreditation for team
- Pack & check stall materials
- Bring stall materials onsite
- Oversee set up of stall decor, materials & signage
- Check stall set up and running including tablets & wifi
- Stall management and logistics
- Liaison with festival production and green teams where appropriate
- Scheduling and supporting volunteers through accreditation and onsite arrival
- Managing any conflicts relating to volunteers
- Reporting post event to core MDE team

The Dates

Candidates must be available for all the following dates

June 29th, 30th

July 6th, 13th, 14th

August 6th - 11th

August 21st - 25th

August 29th - 31st



Person Specification

Essential experience:

- Festival logistics, production, onsite management
- Volunteer management
- Understanding of the NO MUSIC ON A DEAD PLANET campaign
- Ability to work on own initiative
- Strong interpersonal skills

Desirable experience:

- Running public facing activations at outdoor events
- Climate change knowledge
- Health & safety, first aid, and safeguarding
- Ability to draft schedules, manage rotas and respond to last minute changes
- Administration and reporting skills
- Full UK Driving licence and access to a vehicle

Other Requirements

Candidates must:

- Be available for all dates as detailed
- Be happy to travel to events around the UK and camp on-site
- Feel confident in leading a team of volunteers on-site at a festival
- Be able to motivate volunteers and drive sign-up to the NMOADP campaign
- Use initiative to problem solve on site
- Have the right to work in the UK

Applying

To apply, please fill in the application form at <https://forms.gle/B7FtEbq4TmmdhcxH6> before 9am on Monday 3 June 2024. Interviews will be on Zoom between 1.30 and 5.30 on Monday 10 June. If you have any questions, please email james@musicdeclares.net.