

Volunteer Role Profile

Role	Green Room Host – Big Splash Festival
Team	Theatre, Arts & Culture
Supporting	Arts Development Team, Customer Experience Team, Theatre Operations Team, Food & Beverage Team
Location	The Riverfront Theatre & Arts Centre, Kingsway, Newport NP20 1HG <i>what3words: goal.bottle.proud</i>

Purpose of the Role

Our Green Room Hosts support with artist liaison at Big Splash, being the main point of contact for our artists and performers and ensuring the Green Room at the Riverfront is clean, tidy, and fully stocked for their needs.

Main Activities

- Welcoming all artists and performers to the Riverfront
- Showing artists and performers to the Green Room and other facilities
- Ensuring the Green Room remains stocked with drinks and snacks
- Keeping the Green Room clean and tidy, as a calm, welcoming space
- Assisting with time keeping, helping everything run to schedule

Skills & Qualities Needed

- Friendly, approachable and a calming presence
- Good eye for detail with a proactive approach
- Confident communication skills
- Excellent timekeeping and time management

Time Commitment

- Big Splash is a weekend event, running for two days on a Saturday and Sunday
- There are 8 hours available to volunteer each day (10am-6pm Saturday and 10.30am-6.30pm Sunday)
- We hope you can dedicate a minimum of 2 hours across the weekend
- You will also be required to attend a 2-hour training session before the event

Support & Supervision

- A designated person will be assigned to you as your main contact for your shift

- You will be provided with all the equipment needed for the role
- General queries can be directed to volunteer@newportlive.co.uk

Additional Information

- **Minimum Age:** 16 years
- **DBS Check:** Not Required
- **Training Provided:** Big Splash Volunteer training session
- **Dress Code:** Dress comfortably and appropriately for the activities required
Comfortable footwear
Hi-Vis vest (*will be provided*)