



Push the Boat Out Festival Volunteers Role Profile

Description of activity:

Push the Boat Out will run from 24 to 26 November 2023 at Summerhall. Inspired by the vibrancy and range of contemporary poetry, hip hop, and spoken word from Scotland, the UK, and further afield, PTBO is Edinburgh's only poetry festival. It aims to give poetry a new platform, creating an environment where all variations of this vital artform are encouraged to grow, evolve and even collide. We want to explore fresh, inventive ways to bring poetry and audiences together by challenging perceptions of what poetry is and how it can be enjoyed, and opening up poetry in all its wonderful guises to new and diverse audiences.

To make all of this happen we need a crack team of volunteers to support the festival. You will be on site during the festival - we will set shifts or you can be there for the duration if you want. You will have a range of duties from being a welcoming face at the front desk, to supporting audience members to find their way around the building, helping with Front of House, artist liaison, supporting tech and set up - and other things that might come up. You will receive training prior to volunteering, there will be clear expectations for your time at the venue and support from core team members will be available. As well as gaining valuable experience in working in a world class arts venue and festival environment, there will be opportunities to see some of the amazing programme at Push the Boat Out 2023. You can view the whole programme at [Programme - 2023 Push The Boat Out Festival](#)

Location: Summerhall, 1 Summerhall, Newington, Edinburgh, EH9 1PL

Timescale: Festival events run from 24th to 26th November 2023. You should be available for an informal interview over Zoom during the week of 13th November 2023.

Training: All Volunteers must attend a general induction session at Summerhall on the week beginning 20th November 2023

Availability: All volunteers will be given a rota based on availability supplied at the time of application.

Main tasks and responsibilities:

- Welcoming all visitors to Push the Boat Out events, assisting with enquiries in a positive and friendly manner
- Providing information on Festival events

- Directing people around the building
- Supporting Front of House staff
- Instructing visitors as directed by the Executive Producer
- Meet & greet artists and organise refreshments as directed by the Executive Producer
- Supporting set up in different rooms if required

This Volunteer role may be for you if you:

- Have an interest in arts and culture, particularly contemporary poetry and spoken word
- Have a positive and outgoing personality
- Have a good level of spoken English
- Take pride in and enjoy welcoming visitors of all ages and backgrounds
- Are well-presented, reliable and personable
- Feel confident in a customer-facing environment
- Have a willingness to work as part of a team

Why Volunteer: This is an opportunity to be part of Edinburgh's International Poetry Festival. As a Festival Volunteer you'll have the opportunity to be an ambassador for the presentation of internationally acclaimed poetry performances, workshops, discussions and more. You'll be able to attend some of our varied programme of events, plus you'll have the opportunity to meet visitors from all over the country and make new friends.

Other information: We will provide you with a lanyard or T-shirt for easy identification by visitors. Travel expenses to and from the venue can be claimed. Volunteers must be 18 or over.

How to apply:

[Please complete this form in order to apply](#)

We are committed to making reasonable adjustments where possible to maximise access to volunteering, please contact us to discuss any access requirements you have.