



[www.regentsparkmusicfestival.org.uk](http://www.regentsparkmusicfestival.org.uk)

## VOLUNTEER JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Site Supervisor</b>
<b>LOCATED:</b>	<b>Holme Green, Regent's Park</b>
<b>REPORTING TO</b>	<b>Summer Music Programme Co-ordinator</b>

### BACKGROUND:

The programme for 2019 will begin on June 23rd and end on September 1st, the dates over which coverage is required

There will be concerts every Sunday from 12:30 to 5:30 pm (in two sessions from 12:30 to 2:30 and 3:30 to 5:30) as well as the August bank holiday. Bands will include a Royal Academy of Music group, South London Jazz Orchestra, Help the Heroes Band, City of London Brass, Barnes Concert Band and many more.

There is a requirement for a Site Supervisor(s) on each concert day. The role will be based at Holme Green, the location of the Bandstand. A member of Royal Parks Staff will be available for advice on the day and would be able to attend site if required in an emergency. They will be contactable by mobile phone.

### JOB PURPOSE:

- To oversee activities from the arrival of the bands to their departure
- To ensure that the site supervisor instructions, which will be provided, is followed
- To be a point of contact in case of emergencies
- To liaise with the Royal Parks Duty Manager and / or emergency services as necessary

## MAIN DUTIES/RESPONSIBILITIES

- To erect and take down the banners to be attached to the Bandstand rails
- To ensure all commercial or branded vehicles from the band playing display a parking permit
- To set up the PA system and test microphones and approve the sound levels at sound check. idverde will deliver and pickup the PA system.
- To play the music dongle at the interval
- To record a single piece for the band playing on the device supplied
- Use clicker to record approximately how many in audience (count taken at 1:00, 2:00, 4:00 and 5:00)
- To hand out flyers to the audience
- To provide brief notes after the event on what went well and what could be improved
- It is important that the Site Supervisor has a mobile phone in case of emergencies, this will not be provided

### Health and Safety

- To ensure the vehicle policy is followed (contained within the site supervisors instructions)
- To be familiar with the lost children procedure (contained within the site supervisors instructions)
- In case of health and safety concerns advice will be available on the day from the Royal Parks Duty Manager

### Training

- Training will be provided in early June