



Independent Manchester Beer Convention
Thursday 4th October - Sunday 7th October
Victoria Baths, Manchester

Volunteer Co-ordination at IMBC

Fee: £1,500 for the whole project

Hours: To be discussed with the candidate. However we would expect our volunteer coordinator to be on site from Monday 1st October-Monday 8th October

Contract duration: 2nd July – 8th October

Objectives for Volunteer Coordination at IMBC

- To recruit & manage a team of up to 180 volunteers to work across 7 days at Victoria Baths under a variety of roles in order to help maintain IMBC as Britain's No.1 Craft Beer Event
- To encourage a team of volunteers to represent IMBC effectively and be informative and friendly at all times, to help break down the barrier between the consumer and producer.
- To continue IMBC's aim to be open, inclusive, innovative and progressive

Duties & Responsibilities

- To recruit a team of up to 180 Volunteers
- To brief a team of volunteers efficiently to avoid any issues during the event itself
- To effectively liaise with supervisor staff both pre-festival and at the festival itself to ensure communication is maintained between breweries/volunteers/supervisors and yourself to avoid any issues.
- To recruit and manage a Volunteer Assistant to effectively look after all volunteers across the 7 days
- Liaise monthly and then weekly with the Festival Manager to plan staffing and update on progress.
- To create and manage volunteer staffing rotas for the festival and to send to volunteers by 21st September.

- To host either 1 or 2 volunteer meetings in advance of the festival to fully brief and prepare all recruits well ahead of the festival itself.
- Maintain an effective volunteer database and all communication
- To attend a monthly meeting with production staff to update on progress from mid August through to the festival itself.

IMPORTANT DATES

Early/Mid July: Begin official recruitment process

Mid September: Host briefing meetings

Mid September: Send out rota to all volunteers at least 2.5 weeks in advance of the festival taking place

1-4 October: Set up Days

4-7 October: Festival

THE ROLES

There will roughly be around x30 volunteers at each session across the following roles:

Beer Pourers

This is the most sought after role at the festival, serving on the bars. As opposed to other years this year we will be operating a strict no drinking policy when 'on shift' at the festival, except for shot glass tasters of each beer (they need to know what it tastes like in order to efficiently serve beer). Each volunteer will receive a free session and pack of a monetary value of £60 for each session they work so there is plenty of time to enjoy themselves. A good beer knowledge is preferred for this role. Roughly x20 per session.

Front of House

This is the first person that attendees see when they come through the door so these volunteers need to be friendly, informative and fast paced.

Token Assistants

These volunteers have to also be incredibly friendly and fast paced, this is one of the busiest roles at the festival as these volunteers are in charge of selling tokens as well as constantly prepping tokens for the next session into groups of 10.

Cleaners

These volunteers have to be well motivated as they will be given a particular section to maintain throughout the session and need to clean rubbish/debris away and inform supervisors of any spills etc and to help in sorting these out effectively.

Event Assistant

This volunteer will assist the Events Supervisor and will need to be friendly, informative and pro-active to help run a very busy events schedule at each session.

Set Up/Take Down

In addition to working at the festival itself we have x3 set up days and x1 take down day which we require volunteers to assist at. At each of these days we would be hoping for around 10 volunteers. The roles are incredibly varied on these days and they could do anything from setting up bars, putting beer in the right places, setting up furniture, cleaning glasses and counting tokens.

THE EVENT

We're proud to be in our 7th year here at IMBC. Each year we've try to improve the event, making it a showcase for the best beers and breweries from the UK and beyond. We aim to be the UK's best beer event and offer a fantastic experience to our customers in a modern and inclusive setting. This year the event will benefit from:

- INCREASED CAPACITY
- MORE BEERS
- MORE EVENTS
- MORE FOOD
- MORE FUN

A LITTLE BACKGROUND

Independent Manchester Beer Convention is brought to you by the team behind Common, Port Street Beer House & The Beagle. IMBC came about through being inspired by the UK's craft beer movement and frustration that beer festivals in their current form weren't really representative of this exciting and dynamic part of the industry. We wanted to put on an event that has amazing beer (obviously) but was open-minded, inclusive and modern.

NATIONAL PRESS COVERAGE

"A joyous event held in the crumbling splendour of the Victoria Baths"

- The Guardian

"Indy Man Beer Con has rewritten the rules on what a British beer festival looks like." - Financial Times

SOME OTHER NUMBERS

Sessions :

- Thursday 4th / 5.30pm - 11pm
- Friday 5th / 11am to 4pm (trade) + 5.30pm to 11pm
- Saturday 6th / 11am to 4pm + 5.30 pm to 11pm
- Sunday 7th / 1pm to 7pm

Attendance across the weekend : 10,500

Mailing list : 5,200

Twitter followers : 12,200

Facebook likes : 4,400

WHAT NOW?

If you would like to be considered for this role please submit a short letter of interest (one page maximum) along with a CV.

Deadline: Monday 25th June, 5pm