

# VOLUNTEER ROLE DESCRIPTION

## BACKSTAGE ASSISTANT

**NS** Norwich  
**SP** School Sport  
Partnership

### HOW WILL I KNOW WHAT TO DO?

Before the event starts you will be given a briefing from our Event Manager confirming:

- The format of the event, including timings
- What the event is trying to achieve.
- Which pupils/schools are attending the event
- Each volunteer's role

### WHAT IS MY ROLE?

Your role as a **Backstage Assistant** will be to

- Attend a briefing for your role before the show.
- You will be required to bring dancers to the stage ready for their performance
- Help schools with any questions they may have.
- Help to set up and put away all event equipment.

### WHAT SKILLS DO I NEED?

You will need to show the following skills to be a great **Backstage Assistant**

- Responsible
- Great time keeping
- Teamwork
- Respect
- Passion

### WHAT IF I HAVE A QUESTION?

If you have a question or issue during the event you should ask the Event Manager, or if they aren't available your teacher/tutor.

### WHAT SHOULD I WEAR?

It is recommended that you wear appropriate clothing suitable for the event, including:

- A Show T-shirt will be provided
- Wear a black top on arrival
- Blue / Black Jeans or trousers
- Trainers

### BENEFITS OF VOLUNTEERING?

There are many benefits of volunteering including:

- Gaining practical experiences which compliment your course
- Building your understanding of working with children of a range of ages and abilities
- Learning to work as part of a team to deliver a sport event
- Gaining valuable experience to build your CV