



Community & engagement task group: Events

As well as regular events (monthly Open Mic nights; annual Staindrop Beer & Music Festival) Scarth Hall arranges a wide range of one-off events including comedy nights, music concerts, theatre performances, cinema nights and Family Fun nights, and workshops. The comedy and theatre events are in partnership with local organisations/promoters. We actively look for new ideas and opportunities that will bring benefit to the people of Staindrop and the surrounding areas, engage all sections of the community, and fulfil the aims of Scarth Hall.

Responsibilities:

- Research, arrange and propose (and review proposals for) Scarth Hall events
- Assess the requirement & time commitment for volunteers at each event
- Carry out event debriefing/lessons learned
- Liaise with local and regional performance organisations (eg Highlights, Castle Players)
- Maintain a supplier contact list (eg for bouncy castles, children's entertainers, caterers)
- Propose films and ideas for Scarth Hall Film Shows & Family nights
- Assist with preparations for events, attend events
- Review requests from artists wishing to perform at Scarth Hall
- Prepare and ensure completion of audience feedback forms at events
- Create and print tickets & liaise with sellers
- Set up online ticket accounts
- Monitor ticket sales, take reservation requests
- Liaise with other volunteers/Task Groups as needed

Training and supervision

Volunteers will be asked to attend Task Group meetings and one to one supervision with the Task Group lead, undertake training courses/workshops where necessary, and take part in volunteer activities. Expenses will be paid subject to approval by the Task Group lead.

Time commitment

This will vary depending on what responsibilities you take on. Typically an Events volunteer could spend about 8 hours per month with a more intensive commitment leading up to and during events. Some tasks could be done from home as long as the volunteer has access to email and internet. The majority of events are held Friday evenings and Saturday daytime/evening.

Benefits of volunteering with Scarth Hall

If you already attend events and take part in activities at Scarth Hall, you'll know that this is an increasingly busy venue, at the heart of the community. Becoming a volunteer is an opportunity to become more involved with your village hall, and to help shape its future.

In return for giving your time and sharing your knowledge and experience to support Scarth Hall, you'll meet new people and learn new skills (for example team & leadership, technical, practical, marketing, administrative). There are volunteer opportunities to suit a wide range of interests and we'll arrange training where appropriate to support your development.



Community & engagement task group: Hospitality and catering

Staff: Scarth Hall employs a part-time Bar Manager

Bar: a fully-licensed bar is available for regular events (eg the Tea Dance and Open Mic Night) and for one-off events and hires. The Bar Manager is involved with all events where a bar (or any alcohol at the Hall) is required.

Catering: Scarth Hall has a modern and very well-equipped kitchen. Catering is provided by volunteers to enhance Scarth Hall events – this could be anything from preparing toasties, to providing a themed meal, to catering at the annual Beer & Music Festival. Note that hirers for private functions generally make their own arrangements and may bring in external caterers.

Front-of-house: This interesting task area varies from one event to another.

New projects: There is also an opportunity to set up a community café at the Hall, depending on volunteer interest.

Responsibilities:

- assist the Bar Manager if required
- welcome and interact with Hall users in a friendly and professional way
- help with planning, pricing and purchasing food and drink
- ensure that correct procedures and standards are followed
- arrange laundering of tablecloths
- sell and serve food at Scarth Hall events (eg Beer & Music Festival), help to clear away
- front-of-house tasks (eg event announcements; MC for Open Mic Night)
- act as the 'Scarth Hall host' for funeral gatherings, formal occasions
- collect/sell tickets on the door; sell raffle tickets
- gather names for the Scarth Hall mailing list
- decorate the Hall for events, and seasonal
- Liaise with other volunteers/Task Groups as needed

Training and supervision

Volunteers will be asked to attend Task Group meetings and one to one supervision with the Task Group lead, undertake training courses/workshops where necessary, and take part in volunteer activities. Expenses will be paid subject to approval by the Task Group lead.

Time commitment

This will vary depending on what responsibilities you take on. Typically a Hospitality & catering volunteer could spend about 6 hours per month with a more intensive commitment leading up to and during events. Some tasks could be done from home as long as the volunteer has access to email and internet. The majority of events are held Friday evenings and Saturday daytime/evening.

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Community & engagement task group: Marketing & liaison

Staff: The Scarth Hall Community Engagement & Development Manager currently takes the lead many of the tasks in this area.

Responsibilities:

- Build and maintain the Scarth Hall mailing list
- Create a monthly newsletter update to the mailing list and a postal equivalent
- Submit entries for Parish/local magazines
- Create online listings for events
- Maintain the Scarth Hall website
- Maintain/monitor Facebook pages
- Contribute to Twitter feed
- Ensure compliance with Scarth Hall branding
- Liaise with event organisers and user groups regarding marketing requirements
- Design, print and (where needed) laminate posters and flyers (or commission externally)
- Plan poster & flyer distribution
- Distribute/affix posters and flyers (eg local organisations & schools)
- Maintain press contacts and arrange coverage/advertising

Community engagement

- Research and support local needs for new activities or user groups
- Engage and maintain local – schools, health, community & voluntary groups. businesses
- Undertake user surveys, consultations and collate feedback

Training and supervision

Volunteers will be asked to attend Task Group meetings and one to one supervision with the Task Group lead, undertake training courses/workshops where necessary, and take part in volunteer activities. Expenses will be paid subject to approval by the Task Group lead.

Time commitment

This will vary depending on what responsibilities you take on and what support the Community Engagement & Development Manager needs. Typically a Marketing & Liaison volunteer could spend about 8 hours per month with a more intensive commitment when promoting an event. Some tasks could be done from home if the volunteer has access to email and internet.

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