**Reception / Admissions**

* Welcoming our competitors and guests with a friendly smile and acting as a main point of contact for the Festival
* Responsible for recording any incidents or accidents throughout the Festival
* Signing competitors in
* Taking admissions and programme money – must have good numeracy skills!

**Door Stewards**

* Ensuring that competitors and guests do not enter or exit during numbers, unless in an emergency
* Enforcing the strict no photo or filming policy with all guests / competitors

**Certificate & Trophy Steward**

* Ensuring all certificates have been collected at the end of the classes and have relevant place stickers and write ups attached
* Writing of the certificates and relevant score sheets so must have neat handwriting and a good eye for detail
* Distribution of certificates to teachers and individual entrants at specified points during the day
* Ensuring any trophies won are signed for and name and contact details are recorded

**Adjudicator Scribe**

* Writing of adjudicators comments during a competitor’s routine.
* Must have neat handwriting, good spelling and grammar and a good understanding of dance terms to be able to accurately record and interpret the adjudicators’ critique
* Ensuring dance time limits are adhered to

**Onstage Announcer**

* Announcing each competitor onto the stage by number and giving a description of the routine if applicable (to be provided by the competitor)
* Providing a summary of the class, stating end number and numbers of any dancers who did not compete
* Announcing the Adjudicator on to the stage for placing at the end of each class
* Compering the Awards ceremony – trophy title, age group, class and name of winner

**Backstage Assistant**

* Ensuring the smooth running of the performance schedule by organising competitors backstage
* Signing in competitors for their class
* This role MUST be DBS checked

**Runner**

* Ensuring the Sound Technician has the relevant class music and removing music once the class has finished
* Ensuring the general smooth running of the Festival by assisting in any role as and when the need arises
* This role MUST be DBS checked

**Sound Technician**

* Responsible for playing competitors music during their number
* Ensuring sound levels are balanced for dance and singing numbers