



Volunteer positions needed for 2020 Fair:

Committee positions

- **PR Manager** - manage the social media accounts for the MRWF; promote and manage all community relations, responding to queries and keeping everyone up to date with alerts, safety information etc; manage promotion of sponsors; write copy for local publications. Work across all team members to coordinate communications in relation to website (IT), brochure/leaflets, performers and the MRWF Fringe (Events); charities and stalls (Stalls) sponsors and fundraising (Fundraising and Treasurer).
- **Community engagement Manager** - lead engagement with Mill Road Traders Association (MRTA) and the shopkeepers generally - may need a small team (but one lead member to attend committee meetings). Manage the communications re safety, stalls and events - liaising with other team members to coordinate. We might eventually merge this role with that of the parade as the parade is relatively simple to arrange. Aim is to attend some MRTA meetings, visit all the shops - taking the questionnaires, providing information and a point of contact, collecting questionnaires etc. may be opportunities to do more promotion re shops via MRWF website etc... Aim to bring shopkeepers onside.

Other positions - working groups, but can also attend Committee Meetings, with view to taking on Committee roles

- **Infrastructure Team** - we need a new volunteer to work with David on organising the physical infrastructure for the Fair - ie siting, getting, transporting, storing and placement of signage, bins etc. This person could also take on development and implementation of the waste management strategy.
- **Stalls team - Food Fair Manager** - research applicants and manage the allocation process for food stall applications; decide on the layout of the stalls (couple of meetings with stalls team); check stallholders' emailed documentation (insurance, food hygiene, safety inspection certificates etc). On the day of the fair, manage the market in Gwydir Street car park, helped by stewards; liaise with food safety inspectors (but not conduct inspections); clarify any queries re the invoicing (which is done by the treasurer).
- **Stalls team - Street-side Stalls Manager** - research applicants and manage the allocation process for stall applications (couple of meetings with stalls team); visit shops along Mill Road to check in advance which are OK to have stalls outside; decide on the layout of the stalls; check stallholders' emailed documentation (insurance, risk assessment). On the day of the fair, manage the stalls-set up in Romsey area, helped by stewards; clarify any queries re the invoicing (which is done by the treasurer). **ROLE TAKEN**
- **Comms team - website building and design** - we now have mobile version of the website but we'd like to redesign our website so that it is much better as a means for celebrating the Fair, promoting our fringe events and also promoting partners and sponsors while also providing the info and forms to make it function efficiently. Maybe also an opportunity to promote Mill Road shops and culture - as a way of getting the shopkeepers and MRTA more on board?
- **Events team** - assistant needed to support Jake and possibly for the Fringe events programme in particular



- **Volunteers team** - assistant needed to support Freya; help coordinate, organise events and run the schedule on the day of the Fair