



## Falkirk Council

Place Services

# Volunteer: Hippodrome Silent Film Festival 2024

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## About HippFest

HippFest is one of Scotland's most prestigious and popular film festivals, happening in Scotland's oldest purpose-built cinema - the Hippodrome in Bo'ness. Renowned for its warm welcome, inclusive atmosphere and community engagement, the Festival attracts fans of cinema and live music and has an unrivalled reputation in the UK for screening an exciting programme of international silent films, accompanied by a dazzling line-up of new and established musicians and performers.

## What is a HippFest Volunteer?

Volunteers will come from a range of backgrounds and will have many different qualities and skills. Essential qualities for this role are:

- Welcoming, friendly and helpful manner
- Customer care skills
- Ability to follow instructions well
- Attention to detail
- Presentable and enthusiastic team player
- Reliability, both in attendance and carrying out tasks
- Can-do attitude
- Motivation to learn more about silent film, the festival, and our guests

Previous experience of working with the public and a passion for cinema and/or live music are desirable.

## What's in it for you?

- Improved understanding of festival delivery and venue/event management
- Improved interpersonal skills
- Travel expenses to and from Bo'ness (max £8 per day worked)
- Festival t-shirt provided (to keep)
- Snacks and drinks provided when on-shift
- Chance to see great Festival films
- Chance to meet network and meet new people.

## What's involved?

We aim that all volunteers are involved in as many of the following tasks as possible throughout the Festival:

Working with venue staff to ensure a welcoming cinema:

- 'Face of the Festival' customer care activity (e.g. assisting with general queries from members of the public)
- Queue management before and after events
- Maintain a clean environment for audiences (particularly with consideration for Covid-19).
- Support box office staff during busy periods

Event co-ordination:

- Support the technical team, e.g. providing roving audience microphone for question and answer sessions
- Assist in the smooth running of our events programme taking place in different event venues across Bo'ness as a representative of the Festival (Hub/Village, the Barony Theatre, Bo'ness and Kinneil Railway).
- Assist with guest hospitality where required
- Provide customers with programme notes for relevant titles

Festival evaluation:

- Speak directly with audience members about their Festival experience
- Capture feedback by accurately completing prepared surveys with audiences as they leave events
- Contribute to maintaining safe storage of completed surveys

**Other important information**

**Time Commitment**

*Pre-Festival*

Festival Team / Volunteer Induction meeting:  
5:30pm-7.00pm on Thursday 7<sup>th</sup> March 2024 in Bo'ness

*During the Festival (20<sup>th</sup> – 24<sup>th</sup> March 2023)*

At least 2 shifts lasting approximately 4-6 hours each. Shifts will be assigned on a rota basis taking into account individuals' availability as far as possible. Shifts will be spread across public events at approximately the following times:

Saturday 16<sup>th</sup> March: 18:30-21:30

Tuesday 19<sup>th</sup> March: 10:00-15:00 (Pre Festival Prep day)

Shifts allocated between 11:00 and 22:00 (approx.) on:

Wednesday 20<sup>th</sup> March

Thursday 21<sup>st</sup> March

Friday 22<sup>nd</sup> March

Saturday 23<sup>rd</sup> March

Sunday 24<sup>th</sup> March

Festival Village volunteers: Are you a HippFest Festival fan, know lots about its history and would like to speak to our audiences more directly at our Festival Village? We would love to hear from you. We're looking for people knowledgeable about the festival with good availability across the week for these customer facing roles. Specify in your application 'Festival Village' if so.

### *Post-Festival*

All volunteers are asked to complete a short evaluation about their experience with the Festival. There would also be an opportunity to assist with inputting data from the surveys.

### **Contact**

Natalie Allison – Festival Producer  
Email: [Natalie.allison@falkirk.gov.uk](mailto:Natalie.allison@falkirk.gov.uk)

### **Training**

Festival volunteers will report to the Duty Venue Supervisor on arrival. Venue health and safety venue training will be provided at the induction meeting on along with copies of relevant Falkirk Council policies.

### **Expectations of HippFest Volunteers**

- Willingness to abide by FC policies
- Willingness to use support systems provided
- Commitment to attend agreed shifts
- Co-operation with admin tasks e.g. expenses claim form
- Smart appearance
- Arrange own travel to/from the Festival

### **Location**

The majority of volunteering will take place at the Hippodrome cinema, 10 Hope Street, Bo'ness EH51 0AA.

Volunteering may also be required at:  
Food@34a, 34/34a South Street. Bo'ness, EH51 0EA  
Bo'ness & Kinneil Railway Station, Union Street, Bo'ness EH51 9AQ  
The Barony Theatre, Borrowstoun Road, Bo'ness EH51 9RS

### **A note about Covid-19**

- Volunteers will not report for work if they are experiencing any symptoms of and/or have tested positive for Covid-19.
- Falkirk Council is operating under up-to-date Scottish government guidance for COVID-19. To keep everyone safe we are asking all our staff, audiences and artists to follow Scottish Government COVID-19 guidelines when at our venues.  
[www.gov.scot/collections/coronavirus-covid-19-guidance/](http://www.gov.scot/collections/coronavirus-covid-19-guidance/)

## **About The Hippodrome Silent Film Festival**

The Hippodrome Silent Film Festival (HippFest) is Scotland's first and only Festival dedicated to silent cinema; 2023 will be our thirteenth edition. HippFest is Scotland's principal commissioning and showcase festival for silent film and live music – centred in Scotland's first and oldest cinema. We are connected and relevant to the local Bo'ness and Falkirk community, and reach audiences from across Scotland, the UK and beyond.

The Festival boasts an ambitious programme of features and shorts from international archives offering stand-out cinema experiences; its high quality music and performance commissions from world-class performers; new exhibitions and academic partnerships offering learning opportunities; youth engagement projects; immersive community workshops and outreach; volunteer opportunities across the generations from school leavers to retirees; pop-up screenings at partner visitor attractions; ground-breaking archive film and music composition projects with local schools.

## **Mission statement**

The Hippodrome Silent Film Festival (HippFest) is Scotland's first and only festival of silent film with live music, centred in and inspired by Scotland's oldest cinema, featuring exceptional screenings, commissions, workshops, community events and touring.

## **Vision**

A world class festival for silent film, cultivating an international community with an adventurous appetite for extraordinary cinema.

## **Our Values**

### **Inclusive**

Our team are friendly and approachable.

Our programmes embrace a multitude of styles, genres and nations.

Our programmes can be accessed and enjoyed by all.

We value equally the overlooked and the celebrated.

### **Exceptional**

We ensure the highest presentation standards.

We capture and act on feedback from our community.

Our programmes celebrate discovery.

We innovate, evolve and embrace new platforms and activities.

### **Collaborative**

Our cultural, academic, industry and archive partners invigorate our practice.

Our bold, high-profile partners complement our ambitions.

Our recruitment, artist commissions and volunteering opportunities are mutually rewarding.

Our tailored activity engages schools, FEs, universities and community groups.

### **Sustainable**

We have a positive impact on community regeneration.

We champion Responsible Tourism.

We are committed to identifying and prioritising opportunities to cut carbon emissions.

We use our resources efficiently whilst ensuring the highest quality.

## **Our Aims:**

Engage *existing and new audiences* for live music and for silent film.

Increase opportunities for a wide range of audiences to *experience the work of professional artists* based in Scotland, the UK and beyond.

Celebrate and engender pride in the unique identity of the Hippodrome as Scotland's oldest cinema and a venue "*where silent cinema is at home*".

Encourage and support *artistic response* through the films and traditions of the silent moving image.

Strengthen the *Festival's nationwide reputation* in the UK arts festivals calendar for high quality, ambitious programming, performances and presentation

Strengthen partnerships with national and international *silent film archive* collections, curators and professionals.

Develop *platforms for cultural exchange* with national and international festivals and cultural institutions.

Inspire *sustained audience loyalty* to the Hippodrome.

Stimulate numbers of visitors from outwith the area and develop the Hippodrome and Bo'ness as a *destination for tourism, business and cultural sectors*.

Build on *partnership engagement activity* with local community and business groups.

Provide *learning and creative thinking opportunities* in the area of silent film for young people of school age and FE and HE students.

**This role is purely voluntary, and this arrangement is not meant to be a legally binding one or an employment contract.**