



## **BCF26 - Casual Staff Recruitment Pack**

**Job Title:** Festival Event and Box Office Staff

**Outline:** Role Descriptions provided at the end of this form

**Location:** Working on Belfast Children's Festival (BCF) events, you will be based at various venues throughout Belfast

**Working Hours:** Casual (flexible hours to be negotiated and depending on availability). BCF26 dates are 5 -14 March 2026. Our Festival Family Day will be on Saturday 7 March 2026.

**Payment:** £13.60 per hour + holiday pay (Welcome Hosts, Box Office, Workshop Facilitators, Rave Captains)

**Contract:** This is a casual payroll contract that is reviewed on a yearly basis

**Expenses:** Expenses reimbursed by prior agreement with YAA (where reasonably incurred and properly documented)

**Clothing:** All casual event staff will be provided with a Young at Art branded T-shirt that they will wear during their shifts.



**Training:** All casual staff will be required to attend a 1.5 hour training session to be held at the Young at Art offices, Waring Street, Belfast at 6.30pm on Monday 16 February 2026. You will be paid for this session.

Young at Art is a not-for-profit organisation. It operates a range of policies that respectively promote equality, health and safety and the protection of children from harm and the well-being of volunteers. All candidates for this post are expected to be committed to upholding these policies and additional checks may be required for the successful applicant.

**How to apply:**

All applicants must complete an application form below and return it by email to Young at Art [recruitment@youngatart.co.uk](mailto:recruitment@youngatart.co.uk). CVs, incomplete and late applications will not be considered.



## **About Young at Art**

### **Background**

Young at Art was established in 1998 to run an international arts festival for children and young people. It quickly expanded, incorporating as a limited company in January 2000, and extending to a year-round programme comprising commissioning, touring, action research, engagement and development work. The Belfast Children's Festival (still the anchor of our annual programme) recently celebrated its 27<sup>th</sup> year. It is one of the largest in the UK and Ireland with approx. 32,000 children and adults attending both free and ticketed events within a ten-day programme each year. The year-round programme combines education and engagement activity, special projects and commissions, artists' development and touring.

Young at Art is a registered company with charitable status, recognised by the NI Charities Commission. It receives core funding from the Arts Council of Northern Ireland, Belfast City



Council, Paul Hamlyn Foundation, Ragdoll Foundation, Future Screens NI and Arts & Business Blueprint Programme. It undertakes significant fundraising each year as well as generating earned income through its Festival and special project activity.

### **Company Information**

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### **Strategic Framework**

#### **What do we do?**

Young at Art creates and curates exceptional and innovative arts experiences for all children and young people.



## **Why do we do it?**

Because we need creative people.

## **How do we do it?**

Young at Art will be:

### 1. Risktakers

- Present children and young people with ambitious, innovative arts activities and events
- Empower children and young people to unlock, develop and express their creativity
- Lead the way in developing new creative approaches

### 2. Placemakers

- 'The arts are for you'
- Enable children and young people to connect with the wider world around them
- Enable children and young people develop their sense of who they are and what they can be



### 3. Changemakers

- Listen, Learn and Lead
- Empower children and young people to creatively shape their futures
- Influence others to place children and creativity at the heart of what they do

Our activities are underpinned at all times by our Values:

- Child-led
- Quality and Excellence
- Accessibility
- Innovation
- Respect



## **Job Description – Festival Event Staff**

### **RESPONSIBLE TO:**

- Young at Art Creative Producer
- Festival Staff Team Leader/s

Festival Event Staff report directly to the above individuals, taking all instructions for timetabling, attendance and codes of conduct from them.

### **ROLE:**

Festival Event Staff play a key role presenting the public face of Young at Art and the Belfast Children's Festival. They will ensure events operate in a safe, friendly, smooth and efficient manner.



## **RESPONSIBILITIES:**

### **Belfast Children's Festival - March**

- Overseeing ticketing and admissions for designated events including processing card payments as well as receiving, settling and returning cash floats
- Overseeing merchandise sales during events
- Facilitating art and craft workshops with children
- Adhering to YAA Health and Safety, Child Protection and Customer Care policies
- Engaging with children to develop their creative thinking and imaginative skills
- Facilitating walking tours and liaison with Artists
- Facilitating at Baby Rave and other events
- 'Meet and greet' audiences
- Make cross-selling suggestions to patrons where appropriate (knowledge of festival programme will be required)
- Encourage patrons post-show to leave their feedback on cards/through online surveys



## **General**

- Liaison with Artists, Venue Staff, Young at Art Management on all matters relating to the event
- On-site implementation of Health and Safety, Child Protection and Customer Care policies
- Ensuring that they have detailed knowledge of venue layout, its exits and the location of all safety equipment
- Reporting and recording any incidents, accidents or irregularities as appropriate
- Encouraging a welcoming, enthusiastic and upbeat atmosphere amongst staff and volunteers
- Ensuring patrons are well looked after from when they enter the venue until they leave
- Ensuring all patron information is captured consistently prior to and after events
- Overseeing and implementing evaluation systems for events
- Compiling post event reports when necessary



## **PERSON SPECIFICATION**

Young at Art seeks the optimum candidates who can best meet all Essential Skills and Abilities and can most closely demonstrate the Desirable Skills and Abilities.

Applications that do not meet all Essential Skills and Abilities will not be considered. Young at Art reserves the right to weight key skills within the selection process.

### **Essential Skills and Abilities**

- Excellent customer care and experience in dealing with the public
- Able to work on a shift basis, including evenings and weekends
- Able to be proactive and take initiative when required
- GCSE in English and Maths or equivalent



## **Desirable Skills and Abilities**

- Experience working within the arts
- Experience working at festivals, events or in venues
- Experience with Ticketsolve or any other ticket-selling platforms
- Experience taking card payments and/or cash handling
- A current First Aid certificate and Health and Safety awareness
- Awareness of child safeguarding
- Ability to speak Irish at a conversational level

## **Personal Attributes**

- A committed and reliable team player
- Friendly and approachable
- Flexible, open-minded and adaptable, a quick and calm thinker
- Appreciative of the rights of children and young people
- Interest in and enthusiasm for the arts
- Trustworthy and honest
- Commitment to training and induction



## **CONFIDENTIAL APPLICATION FORM**

Applications must be completed using the original MS Word application form. Please complete the form as fully and concisely as possible based on the Person Specification and other job information supplied. Do not enclose any other materials.

Please return your completed application and monitoring forms to [recruitment@youngatart.co.uk](mailto:recruitment@youngatart.co.uk). Please ensure you include the name of the post you are applying for in the subject line of the email. It is the applicant's responsibility to ensure their application arrives in time and in the appropriate format.

### **For Young at Art office use only:**

Application No:

Date Received:



## **SECTION 1: PERSONAL INFORMATION**

Name in Full:

Address:

Post Code:

Tel No (day):

Tel No (Eve):

Mobile:

Email:

## **SECTION 2: MEETING THE CRITERIA FOR THE POST**

A. Based on the Person Specification, please show how you meet the essential criteria, desirable criteria and personal attributes for the position you are applying for. Please supply concise information on all relevant criteria with specific examples from your previous work, studies or volunteering experience. If you do not directly address the specification, we are unable to consider your application. (300 words)



B. Please tell us why you would like to work for Young at Art / Belfast Children's Festival. What special skills and interests do you possess? (200 words)

**Additional Information:**

Do you speak any language, other than English, fluently/semi-fluently? (Select yes or no below)

Yes:

No:

If yes, please specify:



## **SECTION 4: REFERENCES & DECLARATION**

Please supply the names and contact information for two referees. These should not be family members but can be from previous employment, voluntary work or studies. Please note, this is for child safeguarding and we cannot consider your application without them.

### **Referee 1**

Name:

Relationship:

Contact number:

Email:

### **Referee 2**

Name:

Relationship:

Contact number:

Email:



## **DECLARATION OF APPLICANT**

This section of the form must be completed or your application will not be considered.

Young at Art is committed to protecting children and young people and keeping them safe from harm. It is also committed to promoting equality and discouraging discrimination. Staff, volunteers and artists are required to comply with its policies on Child Protection, Health & Safety, Equality and Volunteers.

By signing this form, I agree that if offered work with Young at Art, I will uphold and support all aspects of its policies as detailed above. I give my permission that my referees may be contacted and that the information provided may be used to carry out any necessary background checks. I understand that this information will be held confidentially and may not be used for purposes other than described.



I declare that the information on this form is correct and nothing has been omitted, which to the best of my knowledge might affect this application. I also declare that I am legally permitted to work in the UK and will comply with the checks required to verify this including production of valid identification documents.

I declare that I am over the age of 18.

**Signed:**

**Date:**

NB: Please return with a digital or scanned signature. If you are unable to do so, your declaration of the statement above will be assumed and you will be required to sign a copy of this form should you be selected for interview. Inaccurate or misleading information in this form will result in applications being omitted



**YOUNG**  
*at* **ART**

from consideration, and any offers of interview or appointment being withdrawn.