

# Jim Henson's™ **LABYRINTH** EXPERIENCE & Masked Ball

We are so pleased you are considering volunteering for The Labyrinth Experience and Masked Ball 2025! The following is a breakdown of volunteer roles available at The Labyrinth Experience 2025. Please have a thorough read through the jobs to decide your **top 2 choices** before continuing to the application form.

## Front of House / Attendee Facing Roles:

### **Welcome Desk: (Roles now filled, subject to interview)**

Shift: (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

Number of volunteers:

- 2

Duties:

- Welcome attendees to the event
- Scan tickets, and give out the correct wristband/pass/goody bag
- Answer attendee questions
- Act as a rendezvous point for lost children/vulnerable people
- Look after the Health and Safety pack and first aid kit

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### **Workshop Assistant:**

Shift: (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

Number of volunteers:

- 2

### Duties:

- Scan attendees into the workshop
  - Manage the queue
  - Arrange the space as needed
  - Assist the talent in whatever they may need i.e handing out materials etc.
  - Ensure the space is clean and tidy throughout the day
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### **Stage Assistant: (Roles now filled, subject to interview)**

Shift: (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

Number of volunteers:

- 3 for main stage,
- 2 for second stage,

### Duties:

- Scan attendees into the talk / panel
  - Manage the queue
  - Ensure wheelchair row is kept clear
  - Ensure VIP seating is correctly reserved
  - Ensure the space is clean and tidy throughout the day
  - Running mic to audience during Q&A sections
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### **Stage Managers:**

Shift: (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

Number of volunteers:

- 1 for main stage (**Role now filled, subject to interview**)
- 1 for 2nd stage
- 1 for workshop space

**Duties:**

- Work with compere to t-up and announce panels / guests
  - Ensure panel/workshop does not run over
  - Ensure vip guests/speakers are ready to begin on time
  - Work with the panel/workshop assistants as needed
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**VIP Guest Assistant:**

**Shift:** (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

**Number of volunteers:**

- 1 per VIP Guest

**Duties:**

- Sit with the Guest at their autograph table
  - Monitor what is being handed to them (ensure it is nothing inappropriate)
  - Queue management
  - Take payments using VIP Guest's preferred payment method
  - Escort Guest to and from panels and workshops
  - Escort guest to the green room for their break
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**Merch:**

**Shift:** (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

**Number of volunteers:**

- 2 on sales
- 1 on preorders

**Duties:**

- Sell merch from our stall

- Make sure the stand looks presentable at all times
  - Answer any attendee questions about the merch
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## **Behind the Scenes:**

### **Green Room Manager: (Roles now filled, subject to interview)**

**Shift:** (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

**Number of volunteers:**

- 1

**Duties:**

- Manage access to green room (VIPS only)
  - Ensure the space is clean and tidy throughout the day
  - Bring VIP lunches up to green room
  - Stay on hand for if VIPs need anything
  - Work with Guest Liaison Runners to get hot drinks to VIPs throughout the day
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### **Guest Liaison Runner**

**Shift:** (subject to minor changes)

- Saturday 09:00 - 17:00
- Sunday 09:30 - 16:30

**Number of volunteers:**

- 2

**Duties:**

- Gather drink orders from VIP Guests
  - Work with the green room manager to make and deliver the drinks
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## **Masked Ball:**

**Shift:** (subject to minor changes) **(Roles now filled, subject to interview)**

- Saturday 18:15 - 11:45

### Number of volunteers:

- 8

### Duties:

#### ➤ Welcome Desk

- Welcome attendees to the event
- Scan tickets, and give out the correct wristband/pass/goody bag
- Answer attendee questions
- Act as a rendezvous point for lost children/vulnerable people
- Look after the Health and Safety pack and first aid kit

#### ➤ VIP Assistants

- Ensure VIPs are not being hassled for autographs / photographs
- Be a visible presence

#### ➤ Parking assistants

- Manage carpark for Blue badge holders
- Check names off the given list as cars arrive
- Ensure no one who is not on the list uses the parking facilities

#### ➤ Attendee Assistants

- Help attendees find areas of the ball such as toilets, bars etc
- Be a visible approachable presence

**The ball will work slightly differently to the day time volunteers. You will work in pairs rotating jobs throughout the evening.**

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### **Short shifts:**

The following are a selection of shorter shifts. If accepted to one of these roles once you have completed your shift and have been agreed to leave by a member of the management team you will be free to enjoy the rest of the day time event. These roles are subject to availability.

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### **Registration:**

Shift: (subject to minor changes)

- Saturday 09:00 - 11:00

- Sunday 09:30 - 11:30

Number of volunteers:

- 6

Duties:

- Welcome attendees to the event
  - Scan tickets, and give out the correct wristband/pass/goody bag
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**Film Screening: (Roles now filled, subject to interview)**

Shift: (subject to minor changes)

- Sunday 16:30 - 19:30

Number of volunteers:

- 3

Duties:

- Scan attendees into the film screening
- Ensure all attendees have left the theatre once the screening is over
- Ensure the room is clean and tidy after the screening

Volunteers working the screening will be able to watch the screening

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**Parking Assistants:**

Shift: (subject to minor changes)

- Saturday 09:00 - 13:00
- Sunday 09:30 - 13:30

Number of volunteers:

- 2

Duties:

- Manage carpark for Blue badge holders
  - Check names off the given list as cars arrive
  - Ensure no one who is not on the list uses the parking facilities
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**Set Up:**

Shift length: (subject to minor changes)

- Friday 12:00 - 17:00 (TBC)

Number of volunteers:

- 8

Duties:

- Assist in event set up
- Help with decoration elements
- Put out tables and chairs
- Put up signage
- Help organise work stations ahead of the event

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*Details are subject to change due to volunteer turn out, additional jobs may be added at a later date as needed.*