



Burnley Culture Makers

Volunteer Role Description | Burnley Leisure and Culture | Year of Culture 2027

Three roles. One team. One mission - to put Burnley residents at the heart of planning and delivering the most exciting thing to happen in this town in a generation.

We are recruiting 90 Culture Makers across three roles. These role descriptions set out what we need from each and what we will give back in return. Every role is a volunteer position, fully supported by Burnley Leisure and Culture, Culture Burnley and the Year of Culture team.

Priority will be given to applicants from Burnley postcodes.

Role 1 - Culture Maker - Organiser

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Volunteer · 12-Month Position · Reviewed Annually

About the Role

Culture Maker Organisers are the backbone of everything we do. You are the planners, the connectors and the keepers of the calendar - making sure Culture Makers activity runs smoothly, artists are looked after, and nothing falls through the cracks.

You don't need to have done this before. You just need to be organised, reliable, and excited about what Burnley is capable of.

Is This You?

A Culture Maker Organiser is someone who has a notepad - physical or mental - and uses it. You're the one your friends ask to organise the group holiday because they know it'll actually happen. You like knowing the plan, making the plan, and making sure everyone else knows the plan. You're reliable, calm under pressure and good with people - not just details. You might not have organised events before, but you've probably been organising everything else your whole life without realising it had a name.

WHAT YOU'LL DO

- Coordinate the logistics and timelines of neighbourhood cultural events and moments.
- Keep clear records of dates, times and activity for the Culture Makers team.
- Liaise with commissioned artists, cultural facilitators and community partners.
- Map community networks, identify key local partners and build lasting relationships.
- Lead recruitment of new Culture Makers in your area.
- Represent the programme at meetings and partner briefings.
- Notice who is not in the room - and do something about it.
- Support access, translation and practical inclusion needs so no one is left out.
- Use the Field Notes app and Big Burnley Calendar to share intelligence from your neighbourhood.
- Help shape and deliver your area's neighbourhood cultural plan.

YOUR FOUR DUTIES

Whatever your role, every Culture Maker carries these four duties into every happening for Burnley 2027 Year of Culture.

Open the Door - find the people in your community who have been told culture is not for them. Go and tell them it is.

Set Up the Party - be the person who gets there first. Do the work that makes arrival possible: the logistics, the relationships, the planning that happens before anyone else shows up.

Host the Party - when you are at an event, you are never just an audience member. Notice who is standing alone. Make the introduction. Be the warmth that makes a space feel safe.

Pack Up After It - capture what happened, feed back what worked, follow up with the people who seemed interested. This is what makes Culture Makers cumulative rather than a series of one-off events.

The Bigger Picture

Burnley Culture Makers are already in post across all fifteen wards of Burnley and Padiham. Together they are the team deciding what happens in their communities - choosing and recruiting artists, shaping neighbourhood cultural plans, and delivering extraordinary cultural experiences across Burnley in 2026, 2027 and 2028.

Each neighbourhood area has access to a commissioning pot - a small fund for Culture Makers to bring in an artist and deliver a real local creative project entirely on their own terms.

Priority will be given to Burnley postcode residents.

This is a volunteer role run by Burnley Leisure and Culture, supported by Culture Burnley and the Year of Culture team, and funded in Phase Two by Esmée Fairbairn Foundation. The role runs for a minimum of 12 months with a view to being extended.

What You'll Get

- A welcome into the BLC and Culture Maker family.
- Two complimentary theatre tickets per season to performances at Burnley Mechanics.
- Discounts at all Burnley Leisure and Culture hospitality sites.
- Invitations to BLC staff events and social gatherings throughout the year.
- All expenses paid visits to cultural events and institutions across the UK.
- All out-of-pocket expenses covered - travel and meals for all Culture Maker activity.
- Access support fund - if you have care needs or access requirements, we will cover them so nothing stands in your way.
- Free wraparound training - cultural programming, event management, community engagement and more.
- Group mentorship and ongoing support from the Burnley Leisure and Culture team and Year of Culture partners.
- Wellbeing sessions throughout the year.
- The chance to develop funded community projects and see your ideas come to life.
- A Burnley Leisure and Culture gym membership (£9.99/month) after 3 months of service.
- Membership of the Community Advisory Panel for Burnley 2027 Year of Culture.
- Public liability insurance cover while volunteering, provided by Burnley Leisure and Culture.

Requirements

- Enhanced DBS check - organised and fully paid for by Burnley Leisure and Culture.
- Time commitment of approximately 10 hours per month on average, including: a full group meeting with all Culture Makers monthly (around 2 hours); bi-weekly gatherings with your local group (around 4 hours); and additional time for training, cultural visits and community project work (varies month to month).
- Active participation in the Culture Makers WhatsApp group.
- Commitment to maintaining confidentiality of individuals and project-related information.
- A genuine passion for Burnley and its communities - no prior experience in arts, culture or volunteering is necessary.

How to Apply



To find out more or have an informal chat, contact: *Alicia Foley*
- AFoley@burnley.gov.uk

To express interest, complete the application form at:
<https://forms.gle/9eiSPapjLjgULL1V9>

Or via the QR code

There is no closing date for this role - Join us when you can!
Applications welcome from all ages 16+