**– Volunteering at Bloomsbury Festival 2023 –**

**Who is Bloomsbury Festival?**

Established in 2006, Bloomsbury Festival is an annual arts, culture and science festival which takes place over 10 days in October. Celebrating the communities, buildings, creatives and institutions found within this vibrant cultural quarter.

With up to 100 events hosted throughout the area Bloomsbury Festival works with academics, professionals, residents and creatives to create a hub of activities, events, walks and exhibitions for a limited time each October, all inspired by a general theme and or cultural project.

In 2023 the Festival is inspired by **Grow** which can be interpreted multiple ways by our partners, including; botany, personal growth, architecture, history, buildings and green spaces, and growth of knowledge and technology just to name a few.

**Volunteering Opportunity**

Each year Bloomsbury Festival looks for volunteers to help run the Festival by becoming **Event Stewards** over the 10 days in October. To ensure a smooth running of our events, walks and exhibitions we rely on volunteers to assist in crowd management, safeguarding, information distribution, attendance checking, set up, and partner communications. Aiding our Staff to put forward successful events.

Designed for anyone who has an interest in supporting the festival and/or gaining additional skills and work experience. You will get to meet a variety of people, partners, professionals and creatives while also experiencing the behind-the-scenes tasks of an annual festival.

Volunteers are required throughout the Festival from Friday 13 to Sunday 22 October. Some opportunities are daily, others can be spread throughout the Festival period. We only ask that if you become an Event Steward you are committed to the shifts you agree to, we are willing to work around your availability but require you to be realistic with your availability so we can best allocate you shifts.

You will be representing the Festival at live events (indoors and outdoors).

**Training**

We will be offering 4-5 training sessions in the lead up to the Festival. Though all sessions will be voluntary we encourage you to join where you can.

Thursday 21 September - Introduction to the Festival and Team

Learn more about what Bloomsbury Festival does. Meet our Festival Team, hear more about their roles within the Festival.

Tuesday 26 September - Event Management

Hear more about the management side of running a festival, hosted by the Festival Director Rosemary Richards, she will give a basic overview of important areas of event management. Including; Risk Assessment, Programme Creation, Licences, etc.

Thursday 28 September - Operational Training

Dedicated to cover what the tasks and responsibilities are expected of the Stewards. Daily tasks, where and who to report to each day, responsibilities, and any key details about the Festival Stewards should be aware of.

Thursday 5 October - Bloomsbury Venue Tour

A walking tour of the Bloomsbury area, passing by many of the venues which will host Festival events and exhibitions. Familiarise yourself with the various buildings and locations which work with the Festival, as well as the routes you can take to get to them during your shifts.

Monday 9 October - Meet the Walk Guides (Additional session for walk Stewards)

If you are allocated to Steward one of our programmed walks you will be invited to attend this session. Meet the various guides of our Walks Programme, hear more about their walks and get to know more about what is involved with stewarding a walk on the streets of Bloomsbury.

**Requirements for Volunteering**

* A friendly, approachable manner
* Comfortable to assist members of the public (even if just to refer to the Festival brochure)
* This opportunity is aimed at ages 18+
* Reliability is a key requirement
* Willingness to get involved

**Shifts**

If you are interested in a particular area of the Festival (music, theatre, art, etc.) please share this information within the below application form, we do take this into consideration when allocating shifts. However, we cannot guarantee that all your shifts will align with your interests but we will try our best, we want you to enjoy your time at the Festival along with our audiences and partners.

There is no specified number of events that you must volunteer for but we do expect you to be committed to attending your shifts once you have volunteered. If you can no longer make a shift for unforeseen reasons you **must** contact your supervisor as soon as possible so they can prepare an alternative solution – we much prefer to know if something is not possible than have you down for a shift and then you are not able to make it on the day.

**Accessibility/Inclusion:**

At Bloomsbury Festival we are committed to creating an inclusive and accessible environment. We will consider all suitably qualified applications.

Some of our office and meeting spaces are not fully accessible by wheelchair so if you have access requirements or would like to discuss anything before applying, please get in touch at admin@bloomsburyfestival.org.uk

**Applying to become an Event Steward**

To apply to become an Event Steward please complete the application form below.

Applicants should send their completed application to [admin@bloomsburyfestival.org.uk](mailto:admin@bloomsburyfestival.org.uk)

DEADLINE FOR APPLICATIONS: **Monday 18 September at 5pm**

**– 2023 Event Steward Application Form –**

**Personal Details:**

*Please ensure that all details are accurate.*

| First Name: | Surname: | Title: |
| --- | --- | --- |
| Mobile/Telephone: | Age: |  |
| Address: | Post Code: |  |
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| Email address: |  |  |

**Supporting Statement:**

*Please explain why you would like to volunteer for the Bloomsbury Festival. This part of the application form can be provided in the form of a cover letter if preferred. Include any details of relevant extracurricular activities, work experience and interests.*

*Please mention here if you have any access requirements you will need us to support. We will do all we can to be inclusive but there are some Stewarding roles that require a certain fitness level (e.g. walking events) or particular skills, and some of our venues and spaces are not fully accessible.*

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*(Approx. 300 words).*

**Availability**

Please provide an idea of the availability you will be able to volunteer for events, a rough idea will be greatly appreciated. *Keep in mind that we use these timings to know which shifts to allocate you to.*

If your availability changes between submitting your application and the Festival it is your responsibility to let us know so we can adjust the schedule accordingly.

*(Circle/highlight the times of day you may be available)*

Friday am pm evening

Saturday am pm evening

Sunday am pm evening

Wednesday am pm evening

Thursday am pm evening

Friday am pm evening

Saturday am pm evening

Sunday am pm evening

If you would be willing to steward either 1 or more shifts at our **Discovery Hub** (Thursday 19 - Saturday 21) please let us know below. *This is our main science outreach hub at the Festival, with activities and stalls running during the day.*

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In the lead up to the Festival period we often need assistance in distributing marketing materials and putting up banners/posters. If you are interested in helping us with this marketing side of the Festival volunteering please let us know below and which months you would like to be considered for.

July - Brochure Distribution

September - Brochure/Flyer Distribution

October - Banners/Posters

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**Previous Employment/Work Experience (Starting with the most recent):**

These volunteer opportunities are open to anyone with suitable interests and abilities but it is helpful for us to know your work and/or academic background.

*Please provide any details of relevant employment, voluntary work, or work experience placements you have undertaken.*

| Place of Employment: | Dates of Placement: | Position held and summary of duties: |
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**Declaration:**

I declare that the information provided on this form is correct to the best of my knowledge and I understand that any misleading information may lead to the withdrawal of the application form.

***An electronic signature is acceptable***

Signed:

Date: