**– Volunteering at Bloomsbury Festival 2023 –**

**Application Form at End of Document**

**What 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 **Volunteers** 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

**Volunteer Roles**

If you have good availability during the festival dates of Friday 13 to Sunday 22 October 2023, we have some fantastic volunteer opportunities for you!

You may be a new student just arriving in London, a local resident or someone looking to develop specific skills to broaden your career prospects – we can tailor your position to your availability and areas of interest.

Most of the positions require you to have a reasonable level of physical fitness and good social skills with people and a good level of understanding of cultural events. Some venues have good access others have no wheelchair access, so if you have access needs please let us know when you apply and we will hope to tailor an opportunity for you to volunteer.

The application form for all volunteer positions is at the end of this document.

**Volunteer Positions on Offer:**

Volunteer Coordinator

To work with the Festival Director and Festival Manager to supervise the volunteer team during the festival.

Skills required and gained – good organisational skills, good personal communications with WhatsApp, phone calls and email with people of all ages and backgrounds. Great management skills to be acquired for your CV.

Availability - To have good availability to be in the festival office during festival time from Monday 11 October to Sunday 22 October plus approximately 5 hours a week in the festival office from early September to the time of the festival.

Volunteer Science Discovery Hub Supervisors/Communicators

Weds 18, Thurs 19, Fri 20, Sat 21

Hours required:

Weds 18 Oct afternoon/early evening for set up

Thurs 19, Fri 20, Sat 21 - 9am to 5pm with an 8am start on Thursday 19th. (Event times are 10am to 4pm Thurs/Fri and 11am to 4pm on Sat)

If not available all days we might be able to consider you if you can do most of the days.

Based at Holborn Library we are looking for a team of 4 x Discovery Hub Science communicators supervising our Discovery Hub activities with a wide range of demonstrators. Our exhibitors come from leading teams at UCL, Moorfields, Great Ormond Street Hospital and other major institutions.

This is your chance to enhance your science communication and team management skills. The audience are school pupils and families.

You will need to be a hands-on volunteer for example if exhibitors need help on their stands, and also great at greeting members of the public.

Volunteer Social Media assistant

Hours - Good availability during the festival week and in the lead up to the festival

You don’t need to have any specific experience although you do need to be active on social media and quick to post to Instagram, Threads, Tik-Tok, Twitter and Facebook – and really enjoy going to festival events of all types (theatre, arts, music, walks and talks), and happy to go to events you would not normally choose, and update our social media channels. You will be working to the direction of our professional team who will allocate you events to cover (depending on your availability and interests) and you will need to follow our house style.

A great opportunity if you want to go into arts marketing and PR.

Volunteer Stewards

This is the most flexible of our volunteer opportunities. You will be allocated events depending on your availability and we can offer some flexibility about the types of events you steward. We would hope you would be available for several of the festival days for a few hours minimum each time. Some of the stewarding requires good physical fitness to accompany walks and some venues do not have wheelchair access but some do.

**Stewarding 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 director@bloomsburyfestival.org.uk

**DEADLINE FOR APPLICATIONS**: **Monday 18 September at 5pm but feel free to send in as early as possible**

**Application Form Follows**

**2023 Volunteer Application Form –**

**Personal Details:**

*Please ensure that all details are accurate.*

Please name the role/s you are interested in

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| First Name: | Surname: | Title: |
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| 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.

*(Highlight the times of day you may be available)*

Friday 13 am pm evening

Saturday 14 am pm evening

Sunday 15 am pm evening

Wednesday 18 am pm evening

Thursday 19 am pm evening

Friday 20 am pm evening

Saturday 21 am pm evening

Sunday 22 am pm evening

**Previous Employment/Work Experience if relevant (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/Educational Institution: | Dates of Placement/Studies etc: | Position held and summary of studies or 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:

Applicants should send their completed application to director@bloomsburyfestival.org.uk

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