

BLOOMSBURY   
**FESTIVAL**  
18 - 27 OCTOBER 2024

## Volunteer Opportunities for Bloomsbury Festival 2024

### Deadline for Applications:

**Monday 23 September at 5pm**

*(However, the earlier you submit your application the sooner you are included in any volunteering communications)*

### Volunteering Opportunity

Each year Bloomsbury Festival looks for volunteers to help manage 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 welcoming the audience at events, information distribution, attendance checking, collection of handwritten feedback, and partner communications. Aiding our Staff to present successful events enjoyed by our audiences.

Volunteer opportunities are 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. You will also see some of the events at which you steward.

Volunteers are required throughout the Festival from Friday 18 to Sunday 27 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).

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.

### Training

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

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Additional training sessions may be added in September, including an introduction to Event Management and Box Office. Confirmed volunteers will receive updates regarding any additions.

## Wednesday 25 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.

## Friday 27 September - Meet and Greet

An in person gathering to meet your fellow volunteers and some of the core festival team. Drinks and snacks on behalf of the festival. Details to be sent closer to the time.

## Wednesday 2 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.

## Wednesday 9 October - Operational Briefing

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.

## **Requirements for Volunteering**

- This opportunity is aimed at ages 18+
- A friendly, approachable manner
- Comfortable to assist members of the public (even if just to refer to the Festival brochure)
- Reliability is key
- Willingness to get involved
- Able to adapt to possible changes (we will try to avoid this as much as possible but some changes are unavoidable)

## **Volunteer Positions on Offer:**

### Science Discovery Hub Supervisors/Communicators (Weds 23 - Sat 26)

Hours required:

- Weds 23 Oct - afternoon/early evening for set up
- Thurs 24, Fri 25, Sat 26 - 9am to 5pm with an 8am start on Thursday 24.

(Event times are 10am to 4pm Thurs/Fri and 11am to 4pm on Sat)

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If not available all days we will 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.

### Event Stewards

This is the most flexible of our volunteer opportunities. You will be assisting our staff and box office team in welcoming the audience at events, directing them to the correct rooms and any necessary facilities, collecting handwritten feedback forms, and helping our team with audience control on bigger events. Altogether, aiding our Staff to present successful events across the festival.

You will be a key representative of the Festival at live events (indoors and outdoors).

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 others 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.

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**Accessibility/Inclusion:**

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

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 physical building 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.

**Applying to become a 2024 Volunteer (any position):**

To apply to become a volunteer (any position) please complete our online [Volunteer Application Form](#).

If you would like to send in your CV to support your application please send it to [admin@bloomsburyfestival.org.uk](mailto:admin@bloomsburyfestival.org.uk)

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