

## **WORKFORCE AT BROADSTAIRS FOLK WEEK 11-18 August 2017**

We need around 250 fabulous people to volunteer for us each year – without you we cannot run the festival. You will be part of a great and well thought of team. Around 80% of our volunteers return each year, and should apply by 1<sup>st</sup> May to guarantee their usual team place.

Applications will be acknowledged within 2 weeks of receipt. New volunteers should send a photo for their identity pass. All volunteers will be notified of their teams and duties in July.

### **Duties**

In return for around 35 hours work – around 4.5 hours a day - we offer you a festival ticket and camping (if required), a Workforce T shirt, and a warm fuzzy feeling.

- Your priority as a volunteer is to carry out your shifts in a friendly and efficient manner. You should take your responsibilities seriously and be punctual and reliable.
- We expect you to wear the free Workforce t-shirt and badge, while on duty, so everyone knows you are on the team. The festival reserves the right to dismiss volunteers if they bring the festival into disrepute.
- Our volunteer teams each have a manager who will direct you in your duties, and assist with any issues you may have. If problems cannot be resolved by the manager, the Festival Director, Artistic Director or Chairman can be called upon.

### **Terms & Conditions**

- Volunteers should be aged 18 and over; some exceptions may be made for 17 year olds – please contact us for details.
- If you miss a shift without a valid reason you may have your festival pass taken away, and future applications to join our workforce will not be accepted.
- If you have children with you, it is not possible to fulfil your duties and look after them at the same time; you must arrange for a carer. Children and carers must pay for tickets at the full rate.
- Please inform us of any disabilities or medical conditions which may restrict the duties you can perform so that we can offer you a suitable job.
- If you wish to work with a friend we will try to accommodate this wherever possible, but you must tell us when you apply and we cannot guarantee it.
- Volunteer stewards are not allowed to smoke or drink alcohol whilst on duty or whilst dealing with customers.
- It is the duty of all volunteers not to take risks to their personal safety.

**We want you to enjoy your volunteering experience, and welcome feedback.**

Here's a very nice bit of feedback – "We said this year that we feel we get so much more than we put in, as it's not like work when you are having so much fun with great like-minded people. Will see you next year." Lesley and Paul Jenkins (Festival Centre)

## The Festival Campsite

The Festival campsite at Charles Dickens School CT10 2RL opens at 10.00am on Friday 11<sup>th</sup> August. Please see Folk Week website for more details of facilities etc

All workforce t-shirts, ID badges, rotas etc must be collected from the campsite Admin/Check-in before your duty begins.

Only essential set-up personnel and campsite workforce will be allowed to camp on Thursday evening prior to the festival and you need to notify us of your intention to do so. Volunteers should go to the office to report in and collect ID badges etc.

No-one is allowed on the campsite without a valid ticket for Folk Week or workforce ID badge.

The campsite must be vacated by midday on Saturday 19<sup>th</sup> August.

Please let us know which field you would like to camp in. We will allocate you one pitch. Camping terms and conditions apply.

Currently, the campsite fields are as follows:

Field A – nearer to school building, catering, showers, entertainment and Panic Circus. Late night sessions take place in school building.

Field B – Furthest from school, catering etc. No late night sessions on-site. Toilets and showers in both fields. Pedestrian gate between fields.

NB All cars must be parked on car parks, not adjacent to tents.

No electrical hook ups on either field. If you are camping, please be considerate to your neighbours. The campsite is in a residential area and unreasonable levels of noise from any part of the fields may result in problems for the festival in the future and we may have to ask noisy or disruptive campers to leave.

No animals other than guide dogs are allowed on to the Festival campsite

**Please complete and return the form below. We look forward to working with you.**

BROADSTAIRS FOLK WEEK WORKFORCE 2017

Complete this form and email it to [kim@broadstairsfolkweek.org.uk](mailto:kim@broadstairsfolkweek.org.uk)

or post to Broadstairs FolkWeek Pierremont Hall Broadstairs CT10 1JX. Remember to include your photo if you are a new volunteer.

<b>Age Group</b>	18-25	26-35	36-45	46-55	55+
------------------	-------	-------	-------	-------	-----

Name	
Address	
Town/Postcode	
Email address	

Have you volunteered for Folk Week before? Yes/No If so which team?.....

Home Phone		Mobile	
Name of person/s you would like to work with			
Do you have a current First-Aid certificate			
Occupation			
If you are applying to join our <b>Children's team</b>		DBS disclosure number:	
If you are applying to be a <b>Driver</b>		Licence Number:	
<b>If you are camping at the Festival Campsite PLEASE TICK AS APPROPRIATE</b>			
CAMPSITE A		CAMPSITE B	NO PREFERENCE
TENT		CAMPERVAN	CARAVAN
<b>T shirt size</b>	<b>S</b>	<b>M</b>	<b>L</b>
			<b>XL</b>
			<b>XXL</b>

I confirm that I have read the terms and conditions for Workforce at Broadstairs FolkWeek 2017

Signature .....

Date .....

Form Received (office use) .....

## Page 1 of 2

**PLEASE CHOOSE 3 BOXES, AND NUMBER IN ORDER OF PREFERENCE**

**If you are also available to help with clear-up on 19<sup>th</sup> August from 0800 write yes in final column**

TEAM	Summary of duties & skills needed	NUMBER	I can help with clear up Sat 19th
Artiste Hospitality	This can include: meeting performers on arrival, food shopping, making beds and cleaning accommodation used by artistes. You need to be friendly and happy to work some flexible hours. Own transport helpful.	<b>FULL</b>	
Administration at Campsite	Issue of season tickets, sales, information. Big welcoming smile essential.		
Bandstand Team	Some physical work, stewarding, liaising with general public and artistes.	<b>FULL</b>	
Campsite Team Overnight security guards are also used	Some physical work, dealing with practical issues as they arise, gate duty, campsite patrols etc. We need people who will enjoy keeping the campsite a safe and pleasant environment for our visitors.		
Children's Team	General assistance at variety of events. You must have current DBS certificate		
Collections Team	Collecting around the town, at "free" events. You need to be a smiley people person.		
Concert Marquee Team	Selling and checking tickets, stewarding doors, keeping area tidy. Occasional help with moving bands' gear.	<b>FULL</b>	
Country Dance Team	Selling and checking tickets, stewarding doors, keeping area tidy.	<b>FULL</b>	
Driver	Driving Festival vehicles, moving artistes and kit to venues etc.		
Lottery	Friendly people needed to sell Lottery tickets around the town		
Pavilion Dance Venue	Selling and checking tickets, stewarding doors, keeping area tidy, some physical work		
Sales/Box Office/Festival Centre/Craft Tent	Sale of tickets, festival merchandise, information for general public.		
Stage Management	Sound and lighting crew, with some experience. Organised people to stage manage venues and liaise with performers, crews and volunteers. Help with moving equipment on and off stage. Give details of any experience or give Kim a call on 01843 604080		
Taskforce	Various small venues. Selling and checking tickets, stewarding doors, keeping venues tidy	<b>FULL</b>	
The Really Useful Team	For amazing people who are willing to help anywhere – duties allocated as required.		
Technical Teams	Lots of physical work. We need strong, practical people on call during the festival and the 4 day set up and to help with the clear up on Saturday 19 <sup>th</sup> . People on this team will also assist with stewarding The Big Parade on Saturday 12 <sup>th</sup> August 5 – 6pm		