

BROADSTAIRS FOLK WEEK WORKFORCE 2020

Thank you for considering volunteering for our workforce. You will need to complete this form and email it to tess@broadstairsfolkweek.org.uk or post to Broadstairs Folk Week, The Music Room, Pierremont Hall, Broadstairs, Kent. CT10 1JX.

All workforce members must complete a form (new and returning)

Have you volunteered for Folk Week before? Yes/No

If yes which team were you in? _____

Do you want to work in the same team again? _____

Name					
Address (inc. postcode)					
Email address					
Home Phone		Mobile			
Emergency home contact, name & phone number:					
Name of person/s you would like to work with if applicable.					
Do you have a current First-Aid certificate?					
Occupation / transferrable skills					
If you are applying to join our Children's team	DBS disclosure number:				
If you are applying to be a Driver please see job description overleaf.					
Do you want to register for camping? Yes/No	(there are no electric hook ups)				
T shirt size	S	M	L	XL	XXL
Age Group	18-20	21-25	26-35	36-55	56-65 66+
We have a workforce Facebook page and will email you an invite to join it.					

- I have noted overleaf of my choice of team.
- I have included any other information relevant to fulfilling my voluntary role.
- Selected a size for my t-shirt.
- Stated if I want camping facilities.
- I have included (emailed) a photo for my id if applicable.
- I confirm that I have read the terms and conditions for Workforce at Broadstairs Folk Week 2020.

Signature Date

Form Received (office use)

Please use this box for any other information you feel we should know about, for example: If you are unavailable on any days or have a disability that would restrict you performing certain roles.

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PLEASE **CHOOSE 3 BOXES**, AND NUMBER IN ORDER OF PREFERENCE 1-3

If you are also available to help with clear-up on 15th August from 0800 write yes in final column

TEAM	Summary of duties & skills needed	NUMBER	Y/N clear up Sat 15 th
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.		
Administration at Campsite	Welcoming and booking in customers, workforce, artists and Dance sides, issuing Festival tickets, sales, information. A big welcoming smile is essential.		
Bandstand Team	Some physical work, stewarding, liaising with general public and artistes.		
Bar Team	Must have previous experience, be a friendly people person.		
Campsite Team	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. Some late nights		
Children's Team	General assistance at variety of Children's events. You must have current DBS certificate.		
Collections Team	Collecting around the town, at "free" events. You need to be a smiley people person. Some late nights.		
Concert Team	Selling and checking tickets, stewarding doors, keeping venue tidy. Occasional help with moving bands' equipment.		
Craft Fair Venue	Venue Stewarding, keeping the venue clear of litter, assisting the Venue Managers. Helping the public and traders with any issues.		
Social Dance Team	Selling and checking tickets, stewarding doors, keeping venue tidy.		
Driver	Driving Festival vehicles, moving artistes and kit to venues etc. Must have appropriate licence for Minibus driving, standard licence for Crew Van. You will be required to produce your licence and ID for insurance purposes.		
Lottery	Friendly people needed to sell Lottery tickets at venues and around the town.		
Pavilion Dance Venue	Selling and checking tickets, stewarding doors, keeping area tidy, some physical work, some late nights.		
Festival Centre	Sale of tickets, festival merchandise, information for general public, some phone queries.		
Merchandise sales	Sale of Festival Merchandise, giving our information. Must be smiley and self-motivated.		
Stage Management	Organised people to stage manage venues and liaise with performers, crews and volunteers. Help with moving equipment on and off stage. Previous experience preferred. Please give details of any experience.		
PA Crew / roadies	Physical work, helpful to have an understanding of safety requirements for moving PA equipment. Please give details of any experience.		
Taskforce	Various smaller venues. Selling and checking tickets, stewarding doors, keeping venues tidy.		
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 following. People on this team will also assist with stewarding The Big Parade on Saturday 8th August 5 – 6pm		
Other			

2020 Workforce information

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. In return for around 35 hours work – approx. 4.5 hours a day - we offer you a festival ticket with camping (if you want to camp that is) this gives you access to all events (space allowing), a Workforce T shirt to wear on duty and an opportunity to be part of a fantastic team of volunteers.

New and Returning volunteers need to return their form as soon as possible to increase your chances of getting into your chosen team, certainly by 1st May please

New volunteers should send a photo for their identity pass. (This can be just a smiley pic as long as we can see that it is you) All volunteers will be notified of their teams and duties in July.

Duties

- 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 ID pass, 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 or disregard terms and conditions.
- Our volunteer teams each have a manager who will direct you in your duties and assist with any issues you may have. You will also be given the contact details of people you can call on should you have a problem during the week.
- Contact details of your line managers and rota times will be sent out prior to the festival.
- All workforce t-shirts, ID badges, rotas etc must be collected from the campsite Admin/Check-in before your duty begins.

Terms & Conditions

- Volunteers should be aged 18 and over; some exceptions may be made for 17-year olds – please contact us for details.
- It is vital you contact your line manager if you are going to miss a shift. If you let your team down without a valid reason you may have your festival pass taken away, and future applications to join our workforce 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 with their personal safety.
- All Workforce must familiarize themselves with the Festival Safe-Guarding and Code of conduct prior to the Festival.

The Festival Campsite

- Please see Folk Week website for more details of facilities etc
- Festival Campsite Regulations must be adhered to by ALL campers (including workforce).
- Only essential set-up personnel and Friday workforce will be allowed to camp on Thursday evening prior to the festival (please do not arrive without prior agreement)
- No-one is allowed on the campsite without a valid ticket for Folk Week or workforce ID badge.

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