

## BROADSTAIRS FOLK WEEK WORKFORCE 2021

Thank you for considering volunteering for our workforce. You will need to complete this form and email it to [tess@broadstairsfolkweek.org.uk](mailto: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)**

Name					
Address (inc. postcode)					
Email address					
Telephone Mobile (or home if none)					
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, if so, are you happy to have this noted on your ID badge. (we will be having professional First aid cover at main venues)					
Occupation / transferrable skills					
If you are applying to join our <b>Children's team</b>	DBS disclosure number & date :				
Do you want to register for camping? Yes/No <span style="float: right;">(there are no electric hook ups)</span>					
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 invitation 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 I am a new volunteer (if you are a returning volunteer and want to change your photo you are welcome to email us a new photo.
- I confirm that I have read the terms and conditions for Workforce at Broadstairs Folk Week 2021.

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, have a disability that would restrict you performing certain roles or will need any support.

PLEASE **CHOOSE 2 BOXES**, AND NUMBER IN ORDER OF PREFERENCE

Have you volunteered for Folk Week before? Yes/No

If yes which team were you in? \_\_\_\_\_

TEAM	Summary of duties & skills needed	NUMBER	Y/N clear up Sat 14 <sup>th</sup>
Artiste Hospitality	This can include meeting performers on arrival, you need to be friendly and happy to work some flexible hours.		
Bandstand Team	Some physical work, stewarding, liaising with general public and artistes. (am hobby horse club please see children's team)		
Bar Team	Must have previous experience, be a friendly people person.		
Campsite warden's 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		
Campsite office	Welcoming and booking in customers, workforce, artists and Dance sides, issuing Festival tickets, sales, information. A big welcoming smile is essential.		
Children's Team	This includes Stewarding at the bandstand hobby horse club or being in the creative tent at the Festival Arena. Assisting at any events that require a DBS checked adult to be present. You must have a current DBS certificate.		
Collections Team	Collecting around the town, at "free" events, mostly pub gigs. You need to be a smiley confident person. Some late nights.		
Craft Fair - Venue Team	Venue Stewarding, monitoring gates, keeping the venue clear of litter. Helping the public and traders with any issues.		
Craft Fair - merchandise Sales	Sale of Festival Merchandise at our craft fair stall, giving out information. Must be smiley and self-motivated.		
Drivers	Driving Festival vehicles in and out of town, 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 with the vehicle hirers.		
Festival Arena stewarding Team	Checking tickets, stewarding, keeping venue tidy.		
Festival Arena sales team	Sale of tickets, festival merchandise, giving out information etc.		
Lottery ticket sales	Friendly people needed to sell Lottery tickets at venues and around the town.		
Stage Management	Organised people to assist with stage managing 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.		
Technical Teams	Lots of physical work. We need strong, practical people for the 4-day set up prior to the festival starting, on call during the festival week and to help with the clear up on Saturday following. <b>People on this team will also need to assist with stewarding The Big Parade on Saturday 7th August</b>		
Other	If you don't have a preference for what you do or are happy to jump in and support other teams when extra help is needed.		

## **2021 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, preferably by 1<sup>st</sup> May please.**

**This year we are looking closely at ensuring the safety of everyone and will be implementing hand sanitization facilities and social distancing, according to the relevant government guidelines, we will keep you updated.**

New volunteers should send a photo for their identity pass. (This can be a smiley photo 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 at Dane court School, before your duty begins. (from 10am on Friday 6<sup>th</sup> Aug)

### **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 or ensure you have the support needed.
- 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 conditions 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.**