

## Volunteer Duties and Requirements

### Pre-Festival

<b>Duties include but are not exclusive to:</b>	<b>Requirements</b>	
	<b>Essential</b>	<b>Desirable</b>
Preparing name badges Collating festival bag contents Filling festival bags Photocopying Collecting print/photocopies Chasing advertisers and exhibitors for inserts Poster/leaflet distribution Chasing speakers for forms Producing internal signage	IT skills including word documents, spreadsheets/tables	Good eye for design/visual layout

### Festival Day

<b>Accountable to Head Volunteer Duties include but are not exclusive to:</b>	<b>Requirements</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>Stewarding:</b> Welcoming people Helping attendees to their seats as and when necessary Directing/assisting attendees to various rooms/facilities Group guide for venue to venue Answering general enquiries Evacuation and other emergency procedures if and when necessary	Attending induction for each venue Familiarisation with each venue Familiarisation with quickest routes between venues Attending briefing and debriefing sessions Customer care/service experience Diplomacy and tact Health and safety awareness Familiarisation with Festival programme and activities	Public speaking First Aid skills Photography Translation/language skills Transport/driving licence/own car Excellent knowledge of Cambridge
<b>Registration:</b> Registering participants and handing out festival bags Handling esales – tickets and merchandise Answering a wide range of queries	As above plus: IT skills	
<b>Setting up:</b> Exhibition tables Morning/afternoon refreshment and lunch tables Festival posters and signage	As above	
<b>Assisting with refreshments:</b> Ensuring speakers have water and glasses Morning/afternoon tea/coffee Assisting with setting out lunch boxes	As above	
<b>Clearing up:</b> Morning/afternoon refreshment and lunch tables Ensuring foyer area of venues is kept generally tidy	As above	
<b>Media:</b> Answering queries Carrying out small errands	As above	

## Festival Evening

Accountable to Head Volunteer Duties include but are not exclusive to:	Requirements	
	Essential	Desirable
<p><b>Grand Opening - Botanic Garden:</b>            Greeting and checking off guests            Selling programmes            Setting up equipment/furniture            Serving canapes and wine            Answering enquiries            Directing/assisting guests to the marquee and other facilities            Clearing up            Checking for wayward wanderers/strangers</p>	Attending induction for each venue Familiarisation with each venue Attending briefing and debriefing sessions Customer care/service experience Diplomacy and tact Cash handling Health and safety awareness Familiarisation with Festival programme and activities	Public speaking First Aid skills Photography Translation/language skills Transport/driving licence/own car Waiting/serving experience Excellent knowledge of Cambridge
<p><b>Janet Browne Lecture - West Road Concert Hall:</b>            Greeting and checking off attendees            Selling merchandise – programmes, bags and t-shirts            Helping attendees to their seats as and when necessary            Answering enquiries            Evacuation and other emergency procedures if and when necessary</p>	As above	
<p><b>Fitzwilliam/Darwin Quartet Concert - Fitzwilliam Museum:</b>            Greeting and checking off attendees            Selling merchandise – programmes, bags and t-shirts            Helping attendees to their seats as and when necessary            Answering enquiries</p>	As above	
<p><b>Terry Pratchett/Jack Cohen Discussion - Bristol Myers Squibb Lecture Theatre:</b>            Greeting and checking off attendees            Selling merchandise – programmes, bags and t-shirts            Assisting attendees to their seats as and when necessary            Directing/assisting attendees to facilities as and when necessary            Answering enquiries            Evacuation and other emergency procedures if and when necessary</p>	As above	
<p><b>Amigoni, Byatt, Beer and Ewan Discussion - Corn Exchange:</b>            Selling programmes            Answering enquiries</p>	As above	
<p><b>Celebration Dinner - King's College Dining Hall:</b>            Greeting and checking off guests            Selling merchandise – programmes, bags and t-shirts            Guiding guests to their table</p>	As above	
<p><b>Susan Gritton Concert - West Road Concert Hall:</b></p>	As above	

Greeting and checking off attendees Selling merchandise – programmes, bags and t-shirts Evacuation and other emergency procedures if and when necessary		
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## **Benefits**

- Discounted full week registration or discounted days/sessions subject to availability
- Discounted evening events subject to availability
- Festival bag
- Festival t-shirt
- Festival limited edition souvenir programme
- Sustenance appropriate to hours worked

## **Interested?**

Please complete the Volunteers Form