

## **Broadstairs Folk Week 10 – 17 August 2012**

Broadstairs Folk Week invites you to join our friendly workforce. Volunteers are an essential part of the festival and it could not continue without the large numbers who come every year and volunteer their services!

We thank you.

### **Why become a Volunteer for Folk Week?**

It's fun – ninety per cent of the time!

You meet new friends and catch up with old ones.

You make a real contribution to creating the best festival in the south-east.

### **Who Can Apply?**

Volunteers must be aged 18 or over.

### **What do I have to do and what do I get for it?**

In return for 35 hours work, we will give you a Workforce Pass that includes camping at our Festival Campsite if you need it, and entrance into all events – space permitting.

### **What type of work can I do?**

There's a huge variety of jobs involved in organising Folk Week. We try and give you an idea of the skills you will need in each job in the listings further on in this application. It pays to think carefully before ticking the different boxes – for example, if you are quite shy, don't whatever you do tick the collecting team or lottery ticket sellers boxes! If you have particular technical skills we would very much like to hear from you, especially if you are available in the week before the festival for the set-up.

### **Who do I report to and who do they report to?**

Most of our volunteers have a workforce manager that they can report to, who in turn is liaising with the Festival Director and the Artistic Director.

### **What do we expect from you?**

We expect you to take your responsibilities seriously and be punctual and reliable.

We want you to enjoy being part of a team. We expect you to treat all members of the public with respect at all times. 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.

### **Will I get my first choice of workforce job?**

There are many different jobs to do. Please tick your preference, although we cannot guarantee that is what you will get – the sooner you return this form the more likely you are to be given your first choice!

### **How flexible will the workforce rota be?**

Any reasonable request for an adjustment to the rota will be considered by your workforce manager or Director, but we ask that you keep requests for emergencies, not that you are missing a fantastic concert up the road! Other team members may be happy to swap.

**Please complete this form and return to address below as soon as possible and definitely by the end of May 2012. We hope to confirm your application within a couple of weeks of our receiving it, and will notify you of your team nearer the Festival.**

**If you are a new volunteer please send us a photo for your pass – this can either be hard copy or email.**

**We will then add you to our list and send you more information in June/July. Please ring festival office if you are unsure about anything or need further information.**

**BROADSTAIRS FOLK WEEK  
PIERREMONT HALL BROADSTAIRS KENT CT10 1JX  
01843 604080 E Mail: [workforce@broadstairsfolkweek.org.uk](mailto:workforce@broadstairsfolkweek.org.uk)**

**Please also be aware that...**

**Broadstairs Folk Week is becoming more and more popular, usually the campsite is full over the weekend.**

**Volunteer stewards are not allowed to smoke or drink alcohol whilst on duty or whilst dealing with customers.**

**Volunteers turning up for duty whilst under the influence of drink or drugs will be dismissed.**

**We will try and give you your first choice of team but you may find that you have applied too late and so will be allocated for another team.**

**If you have applied with a friend/partner and either want to work with them or not (!), you must let us know as we are not psychic!**

**If you are a member of a dance side that is performing at the festival – please tell us.**

**If you have children with you, it is not possible to fulfil your duties and look after them at the same time.**

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

**The campsite zones are as follows:**

**Field A – nearer to school building, catering, showers, entertainment and Panic Circus. Late night sessions take place in school hall. No cars left on site.**

**Field B – Furthest from school, catering etc. No late night sessions. Parking permitted next to tent. Toilets in both fields. Campsite Car Park in field B.**

**No electrical hook ups in any zone. 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.**

**We want you to have a great time when you are volunteering and come back in 2013.**

**Please make sure you send us a SIGNED application form EVEN IF YOU HAVE VOLUNTEERED BEFORE. (This is now a legal requirement for BFW)**

**Application Form for Broadstairs Folk Week Workforce 2012**

**First name.....Surname.....**

**Home Address.....**

.....

**Postcode.....Tel no.....**

**Mobile.....email.....**

**Will you be camping at the Festival Campsite?.....  
We will allocate you one pitch. Please notify us if you are already sharing with someone else.....**

**Which Field? A or B            Tent   Caravan   Camper van**

**Or Address during Folk Week (if different from above)**

.....

.....

**Age group   18-25   26-35   36-45   46-55   55+**

**Occupation.....**

**Are you a qualified first-aider?    Yes/No**

**Are you Police Checked? (For work with children) Yes/No**

*If you are on the children's team a copy of your CRB check will be required*

**Have you been a member of our Workforce before? Yes/No**

**Which team were you in last year?.....**

**Would you like to be in the same team if possible? Yes/No**

**Do you agree to familiarise yourself with the various requirements of Broadstairs Folk Week – Health & Safety, Child Protection Policy, Customer Care etc? .....Yes/No**

**Is there any type of work you are unable to do?.....**

**Please read the description of the various tasks listed over the page.**

**This is only a rough guide and you will definitely find yourself doing something as a volunteer at Folk Week that wasn't originally mentioned!**

**Please tick your top three preferences and number them with 1 as your first choice, 3 as your least preferred . We will try and offer you one of those three choices.**

**Campsite Duties** – We will have a new campsite warden, or wardens, this year, so lots of friendly people needed to help . This involves some physical work, dealing with practical issues as they arise, campsite patrols and a bit of thinking on your feet. We need people who will enjoy keeping the campsite a safe and pleasant environment for our visitors. Overnight security guards are also used. **On this team please arrive Thursday evening or Friday morning if possible**

**Campsite Admin** involves welcoming people to the festival, checking them in and giving out general information. Smiley faces please!   
**On this team please arrive Thursday evening or Friday morning if possible**

**Stage Management & Crew/Artiste Liaison**   
Key position in festival. We need people to help our professional sound crews, man lighting rigs, liaise with performers, crews and volunteers; also to assist with artistes' hospitality, accommodation etc. Give details of any previous experience or give Kim a call on 01843 604080

**Venue/Shop Staff** – sales of tickets, programmes, queue marshalling, stewarding

**Children's Events** – general assistance   
please enclose a copy of a current, enhanced CRB disclosure certificate with this form.

**Collecting** – in pubs, with Morris sides, around the town. Are you a people person?   
This is a good job for you, an essential part of the festival and a great way to meet people..

**Lottery** – selling of lottery tickets around the town. Persuasive sales people needed!

**Minibus Driver** - Driving Festival minibus, moving artistes and kit to venues etc.   
Please enclose copy of all parts of your driving licence.

**Technical Team** - anything from putting up fences to moving chairs!   
Lots of physical work. We need strong, practical people both during the festival and the 4 day set up, and to help with the clear up on Saturday 18<sup>th</sup>  
Please specify any particular skills you have here ie carpentry, plumbing, electrician:.....

**Administration** - issue of season tickets, sales, information.

**Anything!**

**Are you available for the festival set-up? 7<sup>th</sup> -9th August**  yes/no  
**Are you able to help with the clear up on Saturday 18<sup>th</sup>?**  yes/no

If you are new to Workforce -please send in a **passport size photograph with your application**. Previous workforce do not need to send a photograph.

Please circle your T shirt size for your workforce T shirt    S    M    L    XL    XXL

**I confirm that I am available for 35 hours volunteer work for the Broadstairs Folk Week workforce from 10-17 August 2012 and I agree to the terms and conditions.**

**Sign.....Date.....**