



goNORTH 2014 Festival Volunteer Pack

Thank you for downloading this volunteer information pack for this year's goNORTH, which is going to be bigger and better than ever before. Having an army of volunteers is crucial to help support the smooth running of the festival and this will be your primary focus.

We need our army to be proactive self-starters, good at spotting what needs done, friendly, approachable and team players. You are the face of the festival and we want delegates to feel they are in safe hands.

We are so incredibly grateful for the time given up to volunteer and we are mindful that you should get as much out of the experience as we do. If you are a media student or creative practitioner wanting to get into the industry or further establish yourself, learn about running a festival, develop your skills and contacts then this is a great opportunity for you.

Please read through the roles below and if you have a specific interest in one area then do let us know. We can't promise you will be allocated here but we will do our best. Please note that these roles may change slightly as we get further into organising the event – we need to react to what's happening during the festival too.

Dates you need to free to volunteer:

We will give first priority to those who are free to volunteer across all 4 days then to those who can give us 3 days and so on.

3rd June – 0900 – 1700 - Set up

4th June – 0900 – 1800 - Festival time (excl. evening showcase volunteers)

5th June – 0900 – 1800 - Festival time (excl. evening showcase volunteers)

6th June – 1100 – 1400 - Clear up

NB There may be some activities beyond 1800, which a couple of volunteers will be needed, we will ensure your working day starts later if you finish later. Please tell us if you aren't available beyond 1800.

Available Roles:

- **Registration desk** – receiving delegates and speakers, issuing delegate passes and bags.
- **Information desk** - provide information on events, book 1-2-1's, replenish paper materials, receive all delegates with a helpful and friendly attitude.
- **Session/Workshops** – based in the conference rooms & cinema, head counting delegates by scanning delegate passes, looking after room set up, replenish cups, refreshments, provide information, helping professional speaker with anything, etc
- **Meet and greet/transport desk** – receive festival speakers, get them checked in to hotel accommodation, direct them to registration desk for delegate pass and inform of events happening. Organise any transport needed, airport pick ups etc.

- **Radio goNORTH** – based at the Radio goNORTH pop up station working with the trainers and trainees supporting their content production.
- **Photographer(s)** - if you have your own camera (preferably), to document the festival, the activities and the people with the remit of capturing the spirit of the festival in mind.
- **Sponsorship event production** – supporting the sponsorship manager in setting up and managing sponsored events during festival.
- **Evening Showcasing & Events programme** – manning early evening events, monitoring entry of non-registered delegates and noting their details to retrospectively register them. Move festival branding from daytime sessions to evening venues. Note this role will start each day at approx 5 or 6pm til late, must be over 18yrs old.

Expenses

- Meals while working at goNORTH will be covered by us. There is a set rate, which is outlined in the information sheet we will supply all confirmed volunteers.
- Accommodation is not provided. However if you are not from the Inverness area and struggling to find somewhere to stay we may be able to provide a bed in the youth hostel. There are limited spaces. Please indicate when you confirm your overnight arrangements and if you are struggling to sort that out and we will consider on a case by case basis.
- Travel expenses – a contribution of a maximum of £25 will be given on production of a receipt to get to and from festival.

All volunteers will be provided with a goNORTH tee shirt, which they are expected to wear at all times throughout the festival and is theirs to keep.

If you are still keen and able to volunteer having read the above information please confirm your availability, provide a statement about why you want to volunteer along with an up-to-date CV by email to info@screenhi.co.uk by Monday 5th May.

We tend to have a good level of interest in volunteering and will do our best to be inclusive, however it's entirely possible we can't offer everyone a position. We will confirm our list of volunteers on 9th May and email individuals accordingly thereafter.