



## Norwich Science Festival Volunteer Role Description

Norwich Science Festival returns this February half term, bringing an epic line-up of shows, talks and workshops to the city from **Saturday 17 – Saturday 24 February**.

Norwich Science Festival is a celebration of science and technology, and showcases the ground-breaking research and innovation associated with the city. It offers all ages the chance to explore the wonders of the universe, meet local scientists and discover how science influences everything around us.

Volunteers play an important part in ensuring that the events throughout the Festival run smoothly.

### About The Forum

Norwich Science Festival is presented by The Forum. The Forum is a unique space in the centre of Norwich and is home to a programme of amazing events, including Norfolk Heritage Open Days and Norfolk Makers Festival. With spaces available to hire and a convenient city centre car park, The Forum is here for everyone. As a registered charity, The Forum reinvests its income to maintain and protect the building, and to present a range of events and festivals.

**Location:** Volunteers will be based at The Forum and other Norwich city centre venues

**Time:** Shifts throughout the day and evenings. We ask volunteers to commit to a minimum of two shifts of four hours during the Festival.

### Tasks and Responsibilities:

- Welcoming visitors to the Festival
- Assisting at workshops, shows and talks
- Directing visitors to events at venues around Norwich
- Collecting visitor feedback
- Stewarding at events
- Assisting with tickets

### Desirable Skills & Experience:

- To be welcoming, friendly and helpful to our visitors
- To feel confident speaking to members of the public

- To be a good communicator
- To be responsible, reliable and punctual
- To be happy working independently and as part of a team
- To have an interest in science, arts and culture, or science communication
- Aged 16 years or above
- Available for a minimum of two shifts, which will be approximately 4 hours in length

### **What you can expect from The Forum:**

- A great working environment
- A dedicated training session ahead of the Festival, where we will brief you on roles, the venues and deliver events training
- Support with developing new transferable skills and experiences
- Opportunities to network with local scientists and science communicators during the Festival
- The chance to meet people who are passionate about science and science communication
- An opportunity to sit on some talks and workshops that are part of the programme
- A chance to be a part of a city-wide Festival that attracts more than 80,000 visitors

### **Recruitment Process**

Once you have filled in the form, we will let you know if we would like to progress your application and if so, we will invite you to meet a member of our team for an informal discussion.

### **Dates and Deadlines**

**Wed 10 Jan, 5pm**

**Wed 24 Jan, 6pm**

**Sat 17–Sat 24 Feb**

Deadline to apply to volunteer at NSF24

Volunteer Training session takes place at The Forum

Norwich Science Festival takes place