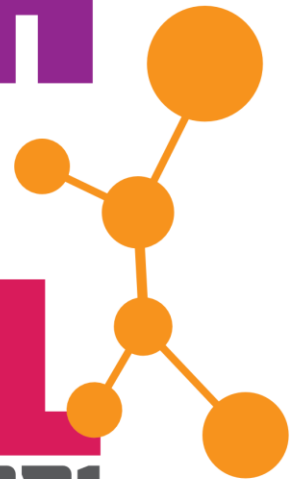


NORWICH SCIENCE FESTIVAL

23-30 OCTOBER 2021



CALLING VOLUNTEERS!

Would you like to be a part of the city-wide Norwich Science Festival?

We're looking for enthusiastic, friendly people to join our #NorwichSciFest Crew!

Visit www.norwichsciencefestival.co.uk/get-involved/volunteer to find out more or apply directly by filling out the application at <https://www.surveymonkey.co.uk/r/YWF3C3G>.



www.norwichsciencefestival.co.uk

Three Festival volunteers smiling and holding turquoise T-shirts with Norwich Science Festival logo.

We are holding a truly interactive festival with hands-on experiments, exploration, talks, innovation, and exhibitions for people of all ages. The festival showcases and celebrates the world class scientific research taking place right here in Norfolk.

We are looking for Festival Volunteers to play an important part in ensuring that the event is a success. Our volunteers will help members of the public make the most of the many exhibitions, events, and activities on offer over the 8-day festival.

An interest or involvement in science or previous volunteering experience is desirable but not essential. What **IS** essential is a sociable, energetic personality, an enquiring mind, and a willingness to help make this event a memorable and inspirational experience for everyone.

Volunteers will be based either at The Forum or at other city centre locations where Festival events are being held. Festival events are being held both during the day and in the evenings, so there are plenty of opportunities to be involved.

What can you get involved with?

“ I will definitely be back next year.”

Festival Marketing

- Being a knowledgeable and enthusiastic Ambassador for the Festival around the city in advance of the Festival.
- Helping with distribution of brochures and leaflets in advance of the Festival.
- Aiding the social media profile of the Festival online.

Event Stewarding

- To greet, engage with, and provide information for all visitors to the Science Festival, in one of several venues around the city centre.
- To help with the coordination and smooth running of individual events as needed.
- To promote specific events and activities to visitors, and direct people to venues/locations as appropriate.

Festival Information

- To help staff at the Festival Info Point during the 8-day programme.
- To have a good knowledge of the NSF programme and be enthusiastic about sharing this with the public.
- To promote and share with the public an enthusiasm for science to help visitors engage and get involved in the Science Festival.

Festival Ticketing

- Helping with the ticketing, box office, and the checking of tickets throughout the Festival.

Festival Capture & Evaluation

- Taking photographs and/or filming during the Festival.
- Writing reviews, blogs, and supporting social media as needed, and capturing experiences and feedback about events.
- Helping conduct visitor surveys and collecting feedback during and after the Science Festival.

“ Such wonderful memories, I would like to send my deepest thanks to the event teams and other volunteers as well in the NSF. This is a treasure opportunity for me to broaden my horizon and get a chance to meet some new lovely friends. Hope to see you around.”



The events team did a great job and the feedback that I received was really positive.”

What do we need from you?

- To become a Science Festival Volunteer, we would like you to attend:
 - ☐ a **5 – 10 minute informal ‘Speed Meet’ on Wednesday 22 September at The Forum.**

This is an opportunity for you to meet the NSF team and for us to have a quick chat with you about volunteering, your strengths, and expectations. We would like to make sure you will enjoy working with us and gain as much experience as possible. If you are unavailable on this day, we can arrange for a video chat. (Returning volunteers are not expected to attend.)
- We will also need you to attend:
 - ☐ a **Training session on Wednesday 13 October from 6 - 9pm at The Forum.**
- We’d like volunteers to be available for a minimum of three ‘shifts’ during the Festival if possible. These shifts are likely to be approx. 4 hours, and some of the shifts may be in the evening.
- You will be issued with a Norwich Science Festival T-shirt. For your shifts, you should wear the Festival T-shirt accompanied with your own black/dark trousers or skirt, and comfortable shoes, as you may be walking about or standing for long periods.
- An interest in science or some scientific knowledge would be helpful but is absolutely not essential. It is more important that you enjoy talking to people and helping visitors to make the most of their time at the Science Festival.
- There may well be opportunities for you to attend some of the talks and events in the Festival programme, and we’re hopeful that being a part of the Norwich Science Festival will be a fun and rewarding experience.
- The Forum’s more detailed Volunteer Policy will apply to this opportunity.

What skills will you gain?



Thank you everyone for making this such an amazing experience. It's been another fun festival - cheers everyone!”

- **Communication**
 - **Teamwork and Leadership**
 - **Self-Management and Professionalism**
 - **Citizenship and Stewardship**
- (The Forum will provide written proof of successfully completed volunteering for CVs, portfolios, and for any relevant accreditation purposes.)



I wanted to thank the events team for such a superb time volunteering, everything was clear with regard to what was expected and I felt the team’s enthusiasm just radiated. You are all great welcoming, friendly people and without you it would not have been SO GREAT! Thanks again for the opportunity, I loved every minute of it! Cannot wait until next year already...”

SAFE WORKING ENVIRONMENT:

We will be monitoring the Covid-19 situation closely and will ensure all reasonable safety measures will be put in place at the time of the Festival and any prior meetings such as the ‘Speed Meet’ and the Training sessions.