

**ROLE DESCRIPTION**  
**FESTIVAL VOLUNTEER**

**YORKSHIRE GAMES FESTIVAL**  
**8–12 NOVEMBER 2017**

The Yorkshire Games Festival is a new festival of videogames, bringing global industry talent to the region and celebrating Yorkshire's own games companies. Hosted by the National Science and Media Museum, it is the only festival of its kind in the UK, aiming to inspire and inform students and new professionals, as well as bring families together through games.

The first Yorkshire Games Festival took place 9–13 November 2016 and saw over 7,500 admissions, with many events selling out in advance. The five-day event focused on games culture, design, production and marketing by providing workshops, masterclasses and networking opportunities.

**THE ROLE**

Volunteers are an integral part of the festival team—we couldn't run the festival without them! Volunteers are required to support the delivery of the festival through many crucial tasks and duties.

Volunteers will be working throughout the Yorkshire Games Festival (8–12 November 2017) with a possibility of some prep days.

**Hours:** Variable—must be available for a minimum of 3 shifts (shift max. 6 hours)

**Training:** Museum Induction Training

Please note: this role will require a basic disclosure check.

We can provide soft drinks, hot drinks and food vouchers (if you are working longer than 6 hours) throughout the festival. We are not able to contribute towards travel expenses.

There are two volunteer roles available:

### **Head Volunteer**

Head volunteers will be required to:

- Be responsible for the volunteer team throughout the festival
- Be the first point of contact for volunteers throughout the festival
- Ensure all festival events and screenings are covered by volunteers, and all tasks and duties are being completed
- Assist the Festival Coordinator in creating volunteer rotas and schedules
- Make sure all volunteers have regular breaks
- Attend daily museum staff briefings

Head volunteers must be available throughout the whole festival.

### **General Volunteer**

General volunteers will be required to:

- Assist the Festival Coordinator and Film Business Manager in the smooth delivery of the festival
- Assist cinema and museum staff in foyer and auditorium
- Provide information on the festival, museum and the city to visitors to help provide great customer service
- Meet and greet delegates on arrival and attend to their needs throughout the festival
- Help with guest speakers
- Help with microphone running during Q&A sessions
- Prepare delegate materials and documentation
- Assist in audience surveys and data-gathering
- Supervise gaming demonstrations
- Help to prepare consoles and software before each session
- Monitor queues and waiting areas

## **WHY VOLUNTEER?**

- Meet people passionate about gaming
- Access unique events
- Gain experience of event management and delivery
- Get an insight into how festivals are developed and delivered
- Include your valuable experience on your CV

## **APPLYING TO BE A VOLUNTEER**

Please download and complete the volunteer application form and return it to us by **Friday 6 October 2017**.

If successful you will be asked to join us for an informal group interview on **Monday 23 October 2017**.

Our ideal candidate will:

- Have good communication and people skills
- Have a friendly, approachable and helpful manner
- Have experience of working in a team
- Be knowledgeable, enthusiastic and passionate about gaming
- Be knowledgeable about local services and the city of Bradford
- Have the confidence to follow safety and evacuation procedures
- Demonstrate initiative and problem-solving abilities
- Be reliable, with the ability to run administrative systems
- Have the ability to work effectively under pressure

### **Completed application forms should be returned to:**

Rebecca Hill  
Festival Coordinator  
National Science and Media Museum  
Bradford  
BD1 1NQ

[rebecca.hill@scienceandmediamuseum.org.uk](mailto:rebecca.hill@scienceandmediamuseum.org.uk)