



Bloody Scotland

Scotland's International Crime Writing Festival
www.bloodyscotland.com | info@bloodyscotland.com

BLOODY SCOTLAND VOLUNTEER TEAM

About Bloody Scotland

Now in its sixth year, Bloody Scotland 2017 takes place from 8 - 10 September in the heart of Stirling's Old Town. This year's line-up includes bestselling authors Karen Rose, Mark Billingham and Lynda LaPlante, as well as Scottish favourites Ian Rankin, Chris Brookmyre and Alex Gray.

Festival Dates

8 - 10 September 2017

Shifts

Volunteers are required to work on a shift basis in the days running up to, and during the Bloody Scotland Festival. Events run between 10.00am and 9.30pm and volunteers are expected to complete at least two shifts over the period. There will also be a short training and introduction session in an evening leading up to the Festival.

ROLE DETAILS

There are various roles available at the Festival and volunteers will be placed based on their preference where possible.

Front of House Assistant

Ensuring our audience is looked after is key to a successful festival. FOH assistants are the most visible team members to festival guests and are responsible for:

- Managing queues and assisting audience members to their seats
- Checking tickets and ensuring events start on time
- Answering customer queries, providing accurate information and excellent customer service
- Ensuring public areas are kept clean and tidy for festival guests
- Directing audience members in and between festival venues
- Assisting in venue set-up and distribution of materials
- Operating microphones for Q&A sessions in events

Author Hospitality Assistant

The festival venues will have private spaces for authors to prepare for events and meet other participants.

Author hospitality assistants will be responsible for:

- Greeting participants and ensuring hospitality areas are warm and welcoming for all guests
- Ensuring that only authorised people have access to the hospitality areas
- Answering questions, liaising with other festival staff if necessary
- Maintaining stocks of food and drinks
- Ensuring hospitality areas are kept clean and tidy for guests.

Festival Information Assistant

The Caledonian Crime Writing Festival, Scottish Company No. SC404578. Registered office: Caledonian Exchange, 19A Canning Street, Edinburgh EH3 8HE
The Caledonian Crime Writing Festival is a Scottish Registered Charity, known as Bloody Scotland: Charity No SC042615



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We will have booths set up at each of the venues for visitors should they need help. This position is different from Front of House as you will be stationed at the booth for the duration of your shift.

- Answering visitor questions about festival or venue
- Assisting venue staff with ticket collection

Author Signings Assistant

We will have a number of author signings this year. The Author Signings Assistant will:

- Ensure that visitors are in an orderly line waiting for the signing
- Assist with signing set up, including pouring water for authors, ensuring there are pens/sharpiers for signing
- If the line is long, writing patrons names on post-its to make the signing run more smoothly

Event Support Assistant

Additional help is required in the days running up to and during the Festival. Support assistants may be asked to do a number of tasks such as assisting with dressing venues, preparing & distributing marketing materials, assisting with media requests (podcasts/interviews etc) and any other task required in a busy festival environment.

We also require some help handing out brochures and putting posters up around Stirling in the weeks leading up to the festival. If you can assist in this fashion, please indicate it on the application form. This would be a good opportunity for someone who would like to help but cannot do so during the festival.

HOW TO APPLY

Please visit <http://www.bloodyscotland.com/volunteer> to fill in the application form. The deadline for applications is **Friday 11 August**.

The application asks for the following:

- Full contact details including telephone number
- Your availability from Thursday 7 September to Sunday 10 September
- Which positions you'd prefer to assist with
- What experience you have and why you would like to volunteer.

A rota will be created and circulated in advance of the festival.

BENEFITS

Volunteers will gain valuable experience in event/festival management, free tickets to some festival events and a festival t-shirt. References are also available to all volunteers.

CONTACT

If you have any questions about volunteering at Bloody Scotland, please contact Sarah Emery, Front of House & Staffing Coordinator at sarah@bloodyscotland.com