2017 DOC/CREW VOLUNTEER APPLICATIONS NOW OPEN

Applications are now open to join the 2017 Doc/Crew Volunteers Programme!

Every year Sheffield Doc/Fest recruits over 350 volunteers to make the Festival happen and as a member of the Doc / Crew Volunteer Programme you will be the backbone of the Festival.

Whether your interests are in Film, Documentary, TV, Interactive or Virtual Reality. You want to develop new skills, make new friends and contacts or simply just filling your time with a new experience, there are lots of reasons to join our inclusive Doc/Crew Volunteer Programme. We welcome anyone and everyone to join as we look forward to celebrating the 24th Sheffield Doc/Fest.

Sheffield Doc/Fest 2017 Festival will take place from Friday 9 June to Wednesday 14 June, and the Doc/Crew Volunteers are essential to the preparation and running of the UK’s biggest documentary festival.

To find out more and to submit your application online, please visit our website.

Follow @sheffdoccrew for up to dates news and activity

Who should apply?

We are looking for committed and enthusiastic volunteers to be the face of the Festival. In the past our volunteers have come from a wide range of backgrounds with many different skills, abilities and interests. We do understand that volunteers may have existing commitments during their time volunteering so will work with you to ensure your involvement fits around these - just let us know when you apply.

For those who want a real overview of the Festival and can give additional support, we have a number of pre and post Festival activity which will give you an understanding of what it takes to plan and execute a Festival.

What are the roles?

Volunteer roles are available in a number of departments that include:

- Talks & Sessions (delivering the latest insights and shining a spotlight on the worlds of documentary/ film/ television and online)
- Events (including special receptions and parties)
- Operations (including delegate registrations, box office and administration)
- Marketing (including social media, signage as well as Filming and Photography)
- Alternate Realities (interactive, augmented reality and virtual reality projects)
- Marketplace (a major funding sales and distribution platform)
- Films (including screening Cinemas and the Doc Player digitised film library)
- Production (all technical and set up aspects of the Festival)

The role descriptions reflect Doc/Fest’s current needs for each position. Small details may be updated and volunteers will be made aware of any changes that affect them.
How to Apply?

Go to the Doc Crew page on the main website so further details about the roles available and follow the link provided which will take you to an online application form.

The form will take you about 15 – 20 mins to complete and will consist of the following sections:

- **Your name and contact information** so that we can contact you with your volunteer schedule and any other important information.
- The **role** you are interested in doing over the Festival: You can refer to our full list of roles on our website (add link here. Google doc has latest changes). Don't worry if you are not sure which role is best for you, just make sure you think about what sounds close to your interest and clearly state in your personal statement as much information for us to see where we can slot you.
- Your general **availability**: Let us know if you have any additional availability before and after the Festival.
- A **500 word personal statement**: Use this space to tell us a bit more information about your interests, why you want to apply and what you want to get out of this. Any indication of previous work experience that could be relevant to the role you are interested would also be great to include.
- **Emergency contact**: Please have your emergency contacts phone number close to hand for this section.
- **Equal Opportunities** questions.
- **Photo request** (up to 15MB): Please make sure the photo is a portrait of yourself and visually clear and as recent as possible.

Once you get to the end of the form please check each section to make sure that you are happy with all the information you have entered **before confirming your application**.

You will receive a confirmation email to your email address (if no confirmation email appears in your inbox please check your junk folder).

What happens next?

Due to the number of applications we cannot accept emailed cover letters or CVs. You must have a completed application with us.

The Volunteer Team will follow up your application with an informal phone call 2-3 weeks after you complete the form. The phone call will focus mainly on what you have mentioned in your application so perhaps keep a copy of your written statement and the dates you mentioned you are available on a word document that you can refer to later. Whilst our priority is to fill each position with the best person for that role, we want the role to be right for you as well.

You will receive a confirmation from us and we will invite you to an Induction day (May) to meet the staff and get to know your department team. We encourage you to attend this so that you can make sure any queries you have are answered.

A fuller induction and other relevant training and information will be provided closer to your start date including a Volunteer handbook and agreement.
Lastly, we encourage all volunteers to complete a feedback form after the Festival. This enables us to review the way the Festival works and make sure that future volunteers receive the best possible experience of working with Sheffield Doc/Fest.