



## **Association of Independent Festivals: 2017 Festival Congress Monday 30<sup>th</sup> & Tuesday 31<sup>st</sup> October, Cardiff**

The Association of Independent Festivals (AIF) is looking to recruit enthusiastic and friendly volunteers for the 2017 Festival Congress, to be held in Cardiff in November. Launched in 2014, the Festival Congress is AIF's annual flagship event – a two day conference and celebration of the independent festival industry. The conference will take place at the National Museum Cardiff, Wales Millennium Centre and will feature industry guest speakers over the two days, exploring the key issues facing the sector with a progressive agenda and format. AIF's Independent Festival Awards will also take place during the event on Monday night at DEPOT.

**THE FULL CONFERENCE PROGRAMME WILL BE ANNOUNCED IN MID  
SEPTEMBER.**

### **EVENING CELEBRATION AND CONGRESS AWARDS**

The legendary Congress party and awards takes place at The Depot, with street food catering instead of a sit down dinner. Awards categories include 'New Festival on the block', 'Mind blowing spectacle', 'Live act of the year' and 'Smart marketing'. An afterparty will follow with guest DJs at 10 Feet Tall.

More information on the event can be found here: <http://aiforg.com/festivalcongress>

### **VOLUNTEERING AT FESTIVAL CONGRESS**

This is a great opportunity to get involved in an industry event, which focuses on creative and practical aspects of the festival industry, as well as an excellent learning and networking opportunity.

Festival Congress Volunteers will be the face of the event, helping to give the best delegate experience possible by working with the small Festival Congress Team, Venue Staff, and other Congress Volunteers to maintain a well-organised, friendly and professional event. Volunteers will be able to attend conference sessions when not on shift. Excellent communication and people skills, a positive and proactive attitude, and an interest in the arts or event management are all desirable attributes.

## **VOLUNTEER ROLES AT THE 2017 FESTIVAL CONGRESS:**

### **Stewarding / Assisting with conference sessions**

The primary role of the Volunteer Steward will be to welcome delegates, making them feel at home, and to assist with any general queries they might have. This includes assisting delegates with conference directions, answering questions about sessions, and reporting any issues to the event management team. Stewards will also assist with seating the delegates, and with the Q & A element of the conference sessions, and take care of the Exhibitors area.

### **Awards/Celebration set-up & Event Assistance**

Awards set-up volunteers will assist the event team in ensuring the setting up of the venue for the evening celebrations. Managing the venue entrance and assist with communications between the events team, speakers and technical crew. These roles could also suit those looking for production / technical experience, as we will need a small team of volunteers to help the team from House of Bestival ([www.houseofbestival.net](http://www.houseofbestival.net)) set up their festival themed décor.

### **Speaker Liaison/Runners**

Volunteers working as part of the Speaker Liaison & Runners team will help to look after speakers appearing at the Congress, checking they have all they need, that all speakers have arrived on time and liaising with the Event Management team around any arising tasks.

### **Registration & Info Desk**

The Box Office & Welcome team will work closely with the Event Management team by managing the two day registration desk, delegate/speaker arrivals, assist with delegate pass activation, and with any general queries. They will need to be alert and astute as this is the first port of call for the delegates and speakers. This is the most important role.

For further information & an application form, please contact the Event Assistant,  
Becky Young [events@aiforg.com](mailto:events@aiforg.com)  
Deadline for applying is Fri 6<sup>th</sup> October