

IF Oxford 2019 Volunteer information

IF Oxford, the science and ideas festival is a high-profile opportunity for people to explore innovative ideas and creative research in and around our vibrant city. The festival comprises 100 events over 11 days (18 – 28 October 2019) in 34 venues across Oxford.

The Festival is supported by Science Oxford, University of Oxford, Oxford Brookes University and local businesses, but is run by an independent registered charity (Oxfordshire Science Festival, charity number 1151361), which has a Board of Trustees and two members of staff, Dane Comerford (Festival Director) and Cathy Rose (Events Manager).

The Festival name is “**IF Oxford**”. (IF is pronounced as the word ‘if’, not the initials I.F.) You can describe the Festival as **IF Oxford**, the **Oxford science and ideas Festival**, or **IF 2019** or **IF**. Please note: the name of the Festival is not ‘~~the IF Festival~~’.

Useful contacts: Cathy Rose (Events Manager) 07566 224 667 (Primary Volunteer Contact)
Dane Comerford (Festival Director) 07720 705 312

The Festival encompasses a huge range of activities including science, technology, engineering and mathematics together with arts and humanities. It brings together researchers, authors and creative professionals in a range of managed locations to share imaginative and thought-provoking ideas with large public audiences.

Festival events include hands-on zones with multiple exhibitors in venues such as Westgate, Oxford Town Hall, and Blackbird Leys Community Centre, plus stand-alone events that include talks, workshops and performances. The full programme of events can be found at if-oxford.com.

Volunteer roles

IF Oxford relies on the support of volunteers: without you, the Festival would not be able to take place. Thousands of people visit the Festival each year and we need your help to make sure the events go smoothly for everyone.

Roles will vary depending on whether you are in a Festival Zone or a stand-alone event, but in all cases you are an Ambassador for the Festival, and should be helpful, friendly and professional. Safety and your comfort are two of our main priorities and we want everyone to have a good experience. There are times when you may need to use your own judgement for a sensible course of action – public audiences can be very diverse and unpredictable. If you are in any doubt of what is safe to do, please alert Cathy Rose or Dane Comerford, who help resolve any challenging situation.

In Festival zones, you will be working as part of a team. At stand-alone events, we aim for at least two volunteers to be working within any venue. A member of Festival staff, a Festival Trustee or a Festival intern will be at each event where possible and a rota of volunteer duties will be drawn up in advance and emailed to you.

★ **Please alert Cathy Rose as early as possible if you need to be absent or will be late.**

In Festival Zones, your roles may include:

- Setting up venues: tables, chairs, tablecloths, poster boards, roller banners, AV equipment etc.
- Helping exhibitors unload / load vehicles and transporting equipment
- Signing in audience members, queue management, and visitor greeting and orientation

- Distributing Festival programmes and flyers
- Encouraging visitors to take part in activities
- Collecting feedback forms and donations
- Helping to clear up the venue
- Supporting the Festival's social media outputs

What to wear?

You will be given a Festival T-shirt to wear at events. We expect volunteers to appear smart and tidy, but dressed comfortably for the tasks they are undertaking. Jeans and trainers are fine so long as they represent a professional organisation.

Audience data confidentiality

Volunteering with IF Oxford represents a relationship of trust and at times, you may be handling personal data of Festival visitors (e.g. lists of audience names). All paper lists must be returned to a Festival staff member, Trustee or Intern at the end of an event; if an audience list is emailed to you for an event where you are volunteering, you must delete the list once the event is completed.

Photography

If you are taking photographs for uploading to one of the Festival's social media accounts, and a member of the public is clearly recognisable as the subject of that photograph, you must gain their written permission for the Festival to use the photograph using the Festival's Media Release Form. If you are unable to gain permission from members if the public only take photos of people in a way that they can't be identified, eg. backs of heads.

Pay What You Decide (PWYD)

IF Oxford operates a Pay What You Decide (PWYD) ticketing system. This works by enabling audience members to pre-book events without paying for a ticket beforehand. Afterwards, they have the opportunity to pay what they decide they want to, or can afford. There is also the opportunity to make a donation to IF Oxford at the point of booking. All funds raised go towards next year's Festival and Gift Aid may be added if there is a completed Gift Aid tax release form.

One of your volunteer duties may be to collect PWYD donations at Festival zones or stand-alone events. There may be a feedback and donation station, where members of the public can donate money in cash (using PWYD envelopes) or by card (using iZettle terminals).

Insurance

As long as you have signed our Volunteer agreement, you will be covered by the Festival's Employers Liability and Public Liability insurance.

Health and safety

You are reminded that you have a duty of care for your own health and safety and that of your fellow volunteers, staff and visitors whilst volunteering. We ask you to cooperate in carrying out any duty or requirement relating to health and safety matters that is advised by the Festival.

Expenses

You can claim for travel expenses on days you are volunteering for the Festival (up to a maximum of £5 per day). At all-day events the Festival will provide snacks for volunteers, or food vouchers to be used in local shops. If you expect to have any other expenses associated with your volunteering role, please agree them before expenses are incurred. Expenses should be claimed using the Festival's expenses claim form. Receipts will be required for out-of-pocket expenses.