

VOLUNTEERING

AT THE GREAT EXHIBITION ROAD
FESTIVAL 2024



Shifts:
Friday 14 June
1 - 5pm

**Saturday 15 &
Sunday 16 June**
10:30am - 6:30pm

CONTENTS

Welcome! Thank you for your interest in volunteering

You've made it this far, so we know you are interested in the Festival. But you are probably wondering what we mean by 'volunteering for the Festival', as well as what the benefits are for you and how the day works.

We've put together this handy brochure that paints a picture of the volunteering experience so you can join us with confidence.

There's a lot of information to take in, so please take your time to read carefully and don't hesitate to get in touch with the team if you have any questions.

Happy reading, and we hope to see you at the Festival!

Maeve & the Festival team

WHY VOLUNTEER?

KEY DATES

ON THE DAY

WHAT ROLES CAN I DO?

Location volunteering
Specialist roles

VOLUNTEER LOCATIONS

Brilliant Bodies Zone
Energy Zone
Exhibition Road
Family Fun Zone
Future Food Zone
Science Cabaret
Space Zone
Tech Zone
NextGen Zone (Young People)
Creative Science Zone (18+)

SPECIALIST AREAS

Artist Liaison
Community leading
Evaluation

FAQs

WHY VOLUNTEER?

Volunteering at The Great Exhibition Road Festival can give you the opportunity to try something new, gain experience, develop skills, build confidence, meet new people and have fun. **It is open to all current staff and students at Imperial.**

Volunteering is **for you** if you are interested in:

- Helping deliver events which inspire the public with world class research
- Welcoming the public to the College and providing a great visitor experience
- Getting to know people in a fun and supportive environment
- Trying something a bit different from your day to day role or study
- Being part of a diverse community of volunteers across the College
- Building transferable skills and experience



WHAT DO OUR VOLUNTEERS SAY ABOUT VOLUNTEERING AT THE FESTIVAL?

"It's a fun and great way to be and feel involved in the Imperial community"

"An unforgettable experience"

"It is an amazing opportunity to develop skills, my portfolio and have fun"



KEY DATES

MON. 18 MARCH

Volunteer sign up opens

MON. 20 MAY

Volunteer sign up closes

**TUE. 4 - THU.
6 JUNE**

In-person and online
briefings

**MON. 10 -
THU. 13 JUNE**

Optional walking tour briefings
(get to know the site)

FRI. 14 JUNE

Set up shift

**SAT. 15 &
SUN. 16 JUNE**

The Great Exhibition
Road Festival!

ON THE DAY

A day in the life of you (as a weekend volunteer)

TIME	WHAT	WHERE
10:30am (start of your shift)	<ul style="list-style-type: none">• Arrive at the Volunteer Hub & sign in• Collect your Festival hi-vis vest, lanyard, badge & lunch voucher• Drop off personal belongings in Volunteer Green Room	Electrical Electronic Engineering Building (EEE) off Dalby Court
11:00am	<ul style="list-style-type: none">• Go to your Zone or specialist location• Meet your supervisor and get a briefing for the day	Your Zone or specialist location
12:00pm	<ul style="list-style-type: none">• The Festival opens to the public!	Your Zone or specialist location
Between 12:30pm and 3pm	<ul style="list-style-type: none">• Take your lunch break in a 45-minute slot as instructed by your supervisor• Exchange your lunch voucher for a hot lunch	Electrical Electronic Engineering Building (EEE) off Dalby Court
6:00pm	<ul style="list-style-type: none">• The Festival closes to the public	Your Zone or specialist location
Until 6:30pm (end of your shift)	<ul style="list-style-type: none">• Help your supervisor with tidying and pack down• At the end of your shift, head back to the Volunteer Hub to sign out, return your hi-vis vest, lanyard and badge, then collect your belongings and head home	Your Zone or specialist location, then the Volunteer Hub



WHAT ROLES CAN I DO?

To help you choose where you want to be, we have outlined the different volunteer locations and types of roles we have on offer. Each role has a different capacity
(so if you really like it, sign up before someone else does!)

You can volunteer for a particular area or for a specialist role.

Read on to learn more...

VOLUNTEER LOCATIONS

PAGE 1






The Festival is largely split into **Zones** to help visitors navigate the programme. The activities within each Zone are grouped by **theme** (i.e. Space Zone) or **intended age-range** (i.e. young people). As well as Festival Zones, there are also **performance spaces**, and activity happening along Exhibition Road and in partner organisations.

The following locations are where we will be placing our Imperial volunteers, although these aren't the only locations where activity will be happening during the weekend.

AREA	WHERE & WHAT IS IT?	HIGHLIGHTS & NO. OF SPACES
BRILLIANT BODIES ZONE 	Location: Business School (Ground & Lower Ground) Description: From our organs, our limbs, to all the wobbly bits in between, journey through the body to explore all of the marvellous elements, big and small, that make up us!	<ul style="list-style-type: none">• Party with cardiac scientists• Cellular poetry slam• Giant he-artwork  4 SPACES PER DAY
ENERGY ZONE 	Location: Imperial College Main Entrance Description: From clean powered cities to greener electronics, get charged up as we explore the latest sustainable solutions to our planetary emergency.	<ul style="list-style-type: none">• Design your own sustainable car• Make a prototype town of the future 3 SPACES PER DAY
EXHIBITION ROAD 	Location: Exhibition Road (outdoors) Description: The main thoroughfare of the Festival on the iconic Exhibition Road. Hear performances on our Main Stage, take part in workshops, and watch artists create large-scale artworks.	<ul style="list-style-type: none">• Main Stage• Workshops from Festival partners• Paint Lab 6 SPACES PER DAY
FAMILY FUN ZONE 	Location: Prince's Gardens (outdoors) Description: Meet scientists, musicians, engineers artists and doctors and try out awesome activities especially created for families with children under 12.	<ul style="list-style-type: none">• Family Stage• Model building• Under 5s story time• Relaxed early opening for neurodiverse families on Sunday 13 SPACES PER DAY
FUTURE FOOD ZONE 	Location: Imperial College Road (outdoors & marquee) Description: What will our future fridge contain? Discover the future of food, what it means to us and how what we eat may change in the Future Food Zone.	<ul style="list-style-type: none">• Live cooking shows with chefs and scientists• New tech start-ups aiming to reduce food waste 6 SPACES PER DAY

VOLUNTEER LOCATIONS

PAGE 2

AREA	WHERE & WHAT IS IT?	HIGHLIGHTS & NO. OF SPACES
SCIENCE CABARET 	Location: Dangoor Plaza (outdoors) Description: Drop in and enjoy a show in our relaxed science cabaret tent, packed with storytelling sessions, bingo and poetry performances for a 16+ audience. At the bandstand, watch performances from Royal College of Music, Imperial College, and London-based performers.	<ul style="list-style-type: none">• Science Cabaret & story telling• Bandstand – established & emerging talent <p>6 SPACES PER DAY</p>
SPACE ZONE 	Location: City & Guilds Description: Journey off-planet in our out-of-this-world space zone. Tour our local cosmic neighbourhood as you code a model Mars rover, and learn about the technology that is supporting human and robotic exploration of the cosmos.	<ul style="list-style-type: none">• Imperial Space Science Show• Create your own Mars rover <p>6 SPACES PER DAY</p>
TECH ZONE 	Location: Queen's Tower Rooms & Great Hall Description: From micro-bots to smarter AI and revolutionary MedTech, discover how magnificent machines are working to propel mankind into a flourishing future.	<ul style="list-style-type: none">• Bodybots: design and build micro robots to explore the inside of our bodies• Immersion tank: mixed reality experience• Silent Disco in the Great Hall <p>11 SPACES PER DAY</p>
NEXTGEN ZONE 	Location: Smith Centre (Science Museum) Description: Developed by young people, this is a space that's designed exclusively for people aged between 13 and 24.	<ul style="list-style-type: none">• Drug Trial Escape Room• Video game challenge - can you beat the AI? <p>4 SPACES PER DAY</p>
CREATIVE SCIENCE ZONE (18+) 	Location: Sir Alexander Fleming Building Description: Dive into our age 18+ Festival Zone for some serious fun! From mosaic self-portraits to infectious arcade games, in this zone science meets art to create a truly unique and inspiring experience for our adult visitors.	<ul style="list-style-type: none">• Art of Science talks• Infectious Arcade games <p>6 SPACES PER DAY</p>

SPECIALIST ROLES

There are parts of the Festival that don't fit into a Zone, and require a **special interest** in the role. For some of these roles, you will require to **attend additional training** so that we can support you and prepare you for a great experience. These roles are perfect for a volunteer who wants to gain some new skills and have a bit more responsibility.

ROLE	WHERE & WHAT IS IT?	HIGHLIGHTS & NO. OF SPACES
<p>ARTIST LIAISON</p> 	<p>Location: Skempton Building</p> <p>Description: This role requires you to check-in the artists performing on all the Festival stages and the roaming performers (including stilt walkers!) You also need to liaise with the Production Team to ensure all the artist needs are met and Green Rooms are clean and tidy.</p>	<ul style="list-style-type: none"> • Meet the performers • Be part of 'behind the scenes' <p>3 SPACES PER DAY</p>
<p>COMMUNITY GROUP LEADER</p> 	<p>Location: Entire Festival site</p> <p>Description: This role has been created to help make visitors from community groups (some with special needs) feel more welcome and comfortable within the Festival. You will be assigned one group for the day and be their guide for the pre-arranged visit. For this role you are required to have additional training with our Inclusion Manager.</p>	<ul style="list-style-type: none"> • Gain valuable experience working with people with additional needs • Explore the Festival from a different perspective <p>10 SPACES PER DAY</p>
<p>EVALUATION</p> 	<p>Location: Entire Festival site (including partner venues)</p> <p>Description: This role requires you to engage with members of the public to get meaningful responses to the Festival evaluation survey (conducted on tablets). You will get the chance to speak with our visitors, hear about their experiences at the Festival and help to improve future events.</p> <p>The timing for this role is a bit different. If you are an Evaluation Volunteer, you arrive at 1pm to have lunch (provided by us) and then get briefed at 2pm by the specialist evaluation company 'Graphic Science'.</p>	<ul style="list-style-type: none"> • See all the venues across the Festival, including the V&A, Science Museum, and Natural History Museum • Receive valuable training from a specialist evaluation company • 1pm-6:30pm shift time <p>8 SPACES PER DAY</p>

FAQs

PAGE 1

How do I sign up?

Go to our volunteer portal [here](#) and follow the instructions.

Do I have to choose a Zone/role or can I be assigned on the day?

You **don't need to commit to a Zone or role** if you don't want to. You might be an experienced volunteer who enjoys the idea of being assigned anywhere, or you might just not particularly mind where you are placed. If you don't want to choose a Zone/role then you can select '**Flexible shift**' from the list, and you can be assigned when you arrive to the area that needs you. It is helpful for us to have flexible volunteers in case of drop outs on the day, so we absolutely welcome sign ups to this.

Can I volunteer in a few Zones on the same day?

Afraid not. To make sure you get the most out of the volunteering experience, we require everyone to stay in the same area for the whole day so that everyone is briefed at the same time and feels confident in their area. But don't worry - your supervisor will rotate the roles regularly throughout the day within the Zone and ensure you aren't bored.

Are there unlimited spaces on each shift?


No, spaces are **not** unlimited. Look at the number of places available on the list of shifts when you are logged into the volunteer portal. So if you are super keen on volunteering for something in particular, sign up quick!

What if I need to cancel my shift?

Email pep.volunteering@imperial.ac.uk and request to be removed from the shift. Please do this as soon as you know you cannot make the shift so the slot becomes available to someone else.

Can I volunteer with a friend?

Of course, the more the merrier! If you want to volunteer in the same place, make sure you are both signed up to volunteer in that Zone - then you'll be together all day. But remember, you will make new friends during the day with your team, so don't be afraid to volunteer solo.



Click [here](#) for more FAQs on the Imperial College website

FAQs

PAGE 2

What about lunch?

Not only do we provide you with a yummy lunch from **H-Bar's Kokoro**, we also provide snacks for you throughout the day to keep you energised. Lunch is served in the Volunteer Hub, where you go to exchange your lunch voucher. There is a meat option (which is also halal) and a vegan option for a hot lunch, both of which contain gluten. If you require a gluten free lunch, this is provided by Imperial College Campus Services (sandwich, crisps, fruit and still water).

How many breaks do I get?

You get one 45-minute lunch break and two 15-minute comfort breaks, allocated by your supervisor.

I have accessibility needs. Can I volunteer?

Absolutely. Please email the team to discuss your needs and we can advise on where you might be best placed and look at how we can support your volunteering experience - this could include something simple like needing a role that doesn't require a lot of standing, or to be in a quieter area where there aren't as many people and crowds.

What is the Friday 1-5pm shift?

The shift on Friday 14 June is different to the main volunteering. On Friday, the Festival team set up as much as possible in the Zones and backstage areas to make the Saturday opening easier. If you sign up for this shift, you will meet at the **Faculty Building Reception at 1pm on Friday 14 June** and be allocated jobs by the Festival team. Types of roles include putting up signage around the Festival site, hanging bunting, labelling radios and equipment, to name a few.

When are the briefings? And do I need to attend all of them?

Between **Tuesday 4 and Thursday 6 June** there will be an in-person briefing and an online briefing. It is **highly recommended** that you attend one of these, as it gives you detail on all aspects of the Festival that are relevant to you, and really brings the written briefing to life. It also gives you an opportunity to ask questions. Both briefings cover the same material, so you only need to attend one. There are also **optional walking tour briefings** in the 'build week' of the Festival (Monday 10 to Thursday 13 June) where you will be given a Festival map and shown around the site.

Got more questions?

Get in touch with us at:

pep.volunteering@imperial.ac.uk

and we will be happy to help

THE GREAT
EXHIBITION
ROAD FESTIVAL