



# LICAF 2019 Volunteer Form

## Volunteer Application Form

Thank you for showing in interest in volunteering for the Lakes International Comic Art Festival. The demand for volunteer places is huge, but we try our best to accommodate all requests. We need people who are:

- Passionate about events and comics and want to get involved in something exciting in Kendal
- Completely reliable and free for at least two full shifts across three different days from **11th – 13th October 2019**
- Able to work well in a team and on their own
- Driven to help make the Lakes International Comic Art Festival one of the best audience experiences in the UK

Please **complete this form** and **email a head and shoulders picture of yourself** with your name included in the subject line to [nick@comicartfestival.com](mailto:nick@comicartfestival.com) by **Friday 6th September 2019 by 17:00**.

For more information on The Lakes International Comic Art Festival (LICAF) please visit <https://www.comicartfestival.com>

If you have any queries about volunteering please email Nick Westerman, Volunteer Coordinator at [nick@comicartfestival.com](mailto:nick@comicartfestival.com)

You will hear back regarding your application by the end of Wednesday 11<sup>th</sup> September.

## Volunteer Benefits

Volunteers receive the following benefits:

- Access to all parts of the festival across the weekend whilst off-shift
- 1 free ticket to the opening night gala event

- A free LICAF Red Brigade t-shirt
- Exclusive Comic Art Festival artwork
- A unique festival atmosphere and the experience of meeting others who love comic art
- An invite to The Closing Party – to allow us to say thank you to you, and for you to chat and enjoy time with the people you've met and worked with over the weekend.

## Volunteer's Meeting

There will be a meeting for all the selected volunteers at 6.30pm on **Thursday 3<sup>rd</sup> October** at The Brewery Arts Centre, which you must be able to attend. We're expecting the meeting to last approximately 1.5 hours. If you have been selected, you will hear from us by the end of Wednesday 11<sup>th</sup> September.

## Roles

**Venue Assistants / Front of House team** – These volunteers help to run individual events, leading on ushering and assisting venue staff in any way necessary. A passion for Comic Art and excellent customer service skills are a must.

**Clock Tower Stewards** – The Comics Clock Tower is our market place in Kendal Town Hall, with lots of table holders selling, signing and sketching. We ask for help with the CCT set-up and keeping the artists hydrated and fed, as they are often too busy to get away from their table for refreshments.

**Artist Liaison Assistants** – We have a registration desk in the Brewery Arts Centre for all guest artists to pick up their festival information pack which means that it is really, really busy at the start of the festival. We need volunteers who are comfortable interacting with artists to assist in this role. Since we really are an International Festival, language skills would be very helpful.

**Family Zone Assistant** – This is a fantastic opportunity for people who love working with children. We take over parts of the shopping centre and library – there are lots of workshops and fun particularly in encouraging young people and their parents to create comic art themselves.

**Drivers** – We have a limited number of Driver Volunteer positions available, driving our VIP festival guests to and from venues and the airport. You must be over 21 with a full driving licence to apply for this position. Cars with lots of luggage space an advantage!

**Homestay Hosts** – We are always looking for people to host guests in their home. It's a great way for a guest to be welcomed to the festival and Kendal and for the homestay host to get to know a guest at the festival.

## Application Form

Please submit one application per person. If you are applying as a group or family, we still request that you submit a separate application for each individual so that we can keep our records up to date.

Our volunteering opportunities are open to all age groups. However, if you are under the age of 16 at the time of the festival, we ask that you seek consent from a parent or guardian. We will request this on confirmation of your application.

Will you be 16 or older at the time of the festival?

Yes	
No	

Which volunteer roles would you like to apply for? You can select more than one position.

Venue Assistant / Front of House Assistant	
Clock Tower Steward	
Artist Liaison Assistant	
Family Zone Assistant	
Driver	
Homestay Host	

Full Name

Email

Mobile

What t-shirt size are you? Please tick (☑) only one:

Small (fits ladies 8/10)	<input type="checkbox"/>
Medium (fits ladies 12/14)	<input type="checkbox"/>
Large (fits ladies 16+)	<input type="checkbox"/>
X-Large	<input type="checkbox"/>

Have you worked as a volunteer for LICAF before? If so, which year(s)?

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Why would you like to volunteer for LICAF?

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Which programme sections of the festival are you interested in? Please tick (☑) as many of the below as relevant:

Core LICAF programme of talks, panels, workshops, interviews & live draws	
Family Zone & Kendal Library activities	
Comics Clock Tower (The main LICAF market place)	
Exhibitions	

What experience do you have in customer facing roles and working with the public?

How did you hear about volunteering at The Lakes International Comic Art Festival?

## Availability

You must tick (☑) at least two full shifts across the festival for your application to be considered. The more shifts you are willing to work, the better your chances of being selected. The times indicated here will vary slightly, but this will give us an indication of your relevant availability. If you are not able to start until a specific time, please indicate this in the 'Other' box.

Thursday 10<sup>th</sup> October (set up)

9:30 – 14:00	
13:30 – 18:00	
Other:	

Friday 11<sup>th</sup> October

9:30 – 14:00	
13:30 – 18:00	
17:30 – 22:00	
Other:	

Saturday 12<sup>th</sup> October

10:00 – 16:30	
15:30 – 20:30	
Other:	

Sunday 13<sup>th</sup> October

10:00 – 14:30	
14:00 – 19:00	
Other:	

Monday 14<sup>th</sup> October (pack down)

10:00 – 15:30	
15:00 – 19:00	
Other:	

## Diversity & Inclusion Monitoring

We are committed to promoting diversity and inclusion. Our aim is for our opportunities to be accessible to all. We would appreciate it if you could complete the equality monitoring questions below. This will help us in monitoring the fairness and effectiveness of our volunteer recruitment.

You are under no obligation to provide the information requested below. However, the more information we can collect the more effective our equality monitoring will be. The information you provide will be detached from your application and used for monitoring purposes only.

Please tick () the relevant answers.

**Disability:** The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial & long-term effect on a person's ability to carry out normal day to day activities'. Please tell us if you consider yourself to have a disability?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**Ethnic Origin:** Please tell us about your ethnic origin (or tick our closest UK census-based category)

Asian/Asian British	
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

Black/African/Caribbean/ Black British	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>

Any other Black/African/Caribbean background	
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Mixed/multiple ethnic groups	
White & Black Caribbean	
White & Black African	
White & Asian	
Any other Mixed/multiple ethnic groups background	

White	
British (English/Welsh/Scottish/Northern Irish)	
Irish	
Gypsy or Irish Traveller	
Any other white background	

Other ethnic group	
Arab	
Any other background (please specify)	

**Gender:**

Female	
Male	
I prefer to self-identify as... <i>(please write in box)</i>	
Please tick if your gender is different than the sex you were assigned at birth:	



**Sexual orientation:**

Bisexual	
Gay Man	
Gay Woman/Lesbian	
Straight/Heterosexual	
Other	
Prefer not to say	

**Age range:**

Under 20		40-49	
20-29		50-59	
20-39		60 or over	

**Religion/Belief:**

Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
No religion	
Other	
Prefer not to say	

**Thank you for applying to volunteer for LICAF**

Please send this **completed form** and **a head and shoulders picture of yourself\*** with your name included in the subject line to [nick@comicartfestival.com](mailto:nick@comicartfestival.com) by **Friday 6<sup>th</sup> September by 17:00.**

\*Please note that as we work with young and vulnerable people, the head and shoulders picture is for security/verification purposes only.