# **Birmingham International Dance Festival Volunteer Application Form**

Please complete all sections in full and email to volunteer@dx.dance with ‘Volunteer Application’ in the subject line. We are very happy to receive applications in alternative formats. You can answer the application questions either in written, video and audio format and send via email or WeTransfer to volunteer@dx.dance.

Applications close 11.59pm on Sunday 15 May 2022. The Volunteer Coordinator will contact applicants by Friday 20th May 2022.

## **Contact Details**

First Name:

Surname:

Address:

City:

Postcode:

Contact number:

Email Address:

## **About you**

Date of Birth (DD/MM/YY):

(Please note that you must be 18+ years of age to volunteer with us)

1. We aim to make this as mutually beneficial an opportunity as possible, so please tell us a bit about your interests, skills and any previous experience including volunteering so we can consider these when allocating shifts; (Max 300 words)
2. Why do you want to volunteer for Birmingham International Dance Festival? (Max 200 words)
3. What are you most interested in assisting with as a BIDF Volunteer?

Please delete as appropriate:

* + Artist Liaison: **Yes / No**
	+ Production: **Yes / No**
	+ Marketing: **Yes / No**
	+ Front of House (customer facing): **Yes / No**

We will try to match you with your interest but with live events flexibility is always required.

1. What skills and qualities can you offer as an BIDF Volunteer? (e.g. team work, communication skills, additional languages spoken, sign language) (Max 250 words)

## **Availability**

Are you able to attend a volunteers briefing on:

Please delete as appropriate:

* Evening of Tuesday 24th May, via Zoom: **Yes / No**
* Morning of Saturday 28th May, in person: **Yes / No**

Please indicate your availability to volunteer below. Each day is split into shifts (each shift is approx. 6 hours in duration) and it is up to you how much time you are able to commit.

Please delete as appropriate:

* Thursday 16th June: **Yes / No**
* Friday 17th June: **Yes / No**
* Saturday 18th June: **Yes / No**
* Sunday 19th June: **Yes / No**

City Centre locations including Centenary Square, Chamberlain Square and Victoria Square

* Wednesday 22nd June: **Yes / No**
* Thursday 23rd June: **Yes / No**
* Friday 24th June: **Yes / No**
* Saturday 25th June: **Yes / No**
* Sunday 26th June: **Yes / No**

City Centre locations as above plus City Centre Gardens

* Friday 1st July: **Yes / No**
* Saturday 2nd July: **Yes / No**
* Sunday 3rd July: **Yes / No**

Handsworth Park, North Birmingham

Shifts will be confirmed by the Volunteer Coordinator once application forms are processed.

## **Keep in touch about Volunteering**

Would you like to be added to the DanceXchange Volunteer Database and to be contacted about future volunteer opportunities? **Yes / No**

## **Join our mailing list**

Join our mailing list to receive monthly e-flyers packed with the latest news from DanceXchange (dx) and Birmingham International Dance Festival (BIDF) including Special Offers, participation opportunities and class timetable changes. Please note your data won't be shared with other organisations.

Visit the DanceXchange website to read our [Privacy Policy](http://www.dancexchange.org.uk/privacy/)

Please delete as appropriate:

* I would like to receive dx & BIDF information about performances, classes, special offers, news, and opportunities by email: **Yes / No**
* I would like to receive information about dx & BIDF jobs, auditions and artist call out opportunities: **Yes / No**
* I would like to receive information from other arts organisations: **Yes / No**

Please read through your application carefully and sign below to complete your application.

**What we will do with your data**

We will collect personal data from you in order to process your application to volunteer at DanceXchange. This personal data will be stored, processed, used, and disclosed by us in the following ways, to:

* facilitate the recruitment process
* answer your questions and enquiries
* use your information on an anonymised basis to monitor compliance with our equal opportunities policy
* carry out our obligations arising from any agreements entered into between you and us
* undertake statistical analysis of anonymised data (equality and diversity)
* allow reporting internally, and to our funders, linked to festival volunteers.
* enable reporting to Test & Trace where applicable, for 21 days after the event

From time to time, we reserve the right to seek your consent to process, use or disclose your information for any other purpose not listed above.

We will secure your personal data in line with GDPR best practice. Unsuccessful candidates’ data will be securely destroyed 1 month after the volunteer recruitment selection process. Successful candidates’ information required for volunteer management purposes will be retained throughout their volunteer engagement for the purposes outlined above, and in line with mailing list consents provided above.

## **Declaration**

Please sign below to confirm you have read, understand, and consent to how DanceXchange will use and store your information.

Signed:

Date: