

Volunteering at Global Birdfair 2023 - Choosing your duties -



Main Entrance

There will be a single public entrance to the fair and two dedicated exhibitor entrances. It is hoped that most people will have purchased tickets and programs in advance. You will be responsible for scanning e-tickets before allowing visitors into the show. You may also be asked to help with "queue-busting" as visitors enter the Global Birdfair site.

In this role you must be confident in the use of the scanning machine. Of course, training will be given in advance. You will need a calm friendly approach under pressure, particularly during the first shift of the day. You will see from the shift times that some shifts overlap. We need volunteers on the gate in the morning from 7am to let exhibitors into the fair, but NOT visitors, and then to help with the busy first hour when the fair opens. Ticket sales will stop at 4pm on Friday and Saturday and 3pm on Sunday, but a volunteer presence will be required to let people in and out who already have tickets.

You may also be required to assist exhibitor registration when they first arrive at the event and to distribute their passes and programmes.

During Birdfair ; Friday 14th to Sunday 16th July

Shift times; 07:00-9:30 8:30-11:00 10:45-13:00 12:45-15:00 14:45-17:15

Information Team

There be an Information tent on site. We will need volunteers who are familiar with the fair and local area. You will need to be confident to help visitors and exhibitors with a wide variety of questions about both the fair and services or facilities in the local area. You will also be needed to help the Volunteer Co-ordinators with volunteer registration and to undertake tannoy announcements. This is probably a duty best undertaken by someone who has either done the job before or a similar job.

Before BirdFair Weds 12th July Shift times; 8:30-13:00 12:45-17:30

Thurs 13th July Shift times; 8:30-13:00 12:45-17:30 17.15-19.00

During Birdfair; Friday 14th to Sunday 16th July Shift times; 8:30-13:00 12:45-17:30

Global Birdfair Sales Team

Global Birdfair Sales tent will be near the main entrance. It will offer programmes and a small selection of merchandise for sale. All funds raised will be important and will go directly to the conservation project. You would be most useful if you have retail experience or are confident to encourage visitors to buy something. There will be a card machine on the stand for which training will be given. On the last shift of the day your role will include packing away merchandise

During Birdfair; Friday 14th to Sunday 16th July

Shift times; 8:30-13:00 12:45-17:30

Auction Team

Each year exhibitors kindly donate items to the Global Birdfair Auction. The stand displays the donations and allows visitors to place bids on the lots. The ultimate aim of the stand is fundraising for the annual conservation project. Volunteers are needed on the stand for security and to explain the bidding system to visitors, and of course to encourage them to bid high!

As some of the lots are worth a lot of money, several volunteers are needed on the stand at all times. They will share roles such as sitting at the desk to receive bids, monitoring the lots, and talking with visitors.

Set-up Shifts; Volunteers to set up the auction on Thursday 13th July

Shift times; 9.00 - 13:00 12:45 - 17:15

Bird Fair Shifts; Friday 14th to Sunday 16th July

Shift times; 9.00-13:00 12:45 -17:15

Lecture Theatre Team

There will be three Lecture Theatres (Avocet Curlew and Plover) and an Authors Lecture Theatre which will host short lectures. Lectures are chosen to cover a wide range of themes, countries, and conservation topics. The Authors Lectures are given by the authors and may involve book signing as well as the talk itself. A technician will be available to help with any presentation equipment and microphone equipment.

There are three separate volunteer duties, **Lecture Theatre Supervisor**, **Lecture Theatre Usher** and **Lecture Theatre Monitor**.

Lecture Theatre Supervisor

It is important that talks run to schedule, and speakers do not over-run. As a Lecture Theatre Supervisor it is your role to see that this happens. It will also be your role to introduce the speaker. You may also have to communicate with the technician should the need arise.

Shift times; Friday 14th to Sunday 16th July 8:30 - 13:00 12:45 - 17:30

Lecture Theatre Usher

For this role we need people to welcome visitors as they arrive and ask them to wait until you can direct them to seats. If mobility scooters or wheelchairs arrive, you will assist them to the designated "parking area". You will also be asked to record visitor numbers for each lecture using a "click counter". At the end of each lecture you will assist in ensuring a one way system of exit and entry, and to help in keeping the marquee tidy.

Shift times; Friday 14th to Sunday 16th July 8:30 - 13:00 12:45 - 17:30

Lecture Theatre Monitor

There are three lecture theatres hosting lectures throughout the day. These are managed by Volunteers, Supervisors and Ushers. They have a lot to do and cannot leave during their shift. The Lecture Theatre Monitor role will be to support these volunteers across all lecture theatres. This will include being a "runner" for things they need, carrying a support pack of spare batteries or bin bags, and having a radio for emergency use.

Shift times; Friday 14th to Sunday 16th July 8:30 - 13:00 12:45 - 17:30

Events Team

The Events Team ensure the smooth running of the events programme and the Osprey Stage. As a member of this team you may be required to prepare speakers for their event, usher visitors in and out of the marquee, manage queues, count visitors as they enter, keep the marquee tidy and arrange props on the stage. Within the Events there will a specialist "Green Room" team looking after the speakers back stage.

To undertake this duty you must be available for at least two half day shifts, and be willing to help as needed. A calm, confident, and professional approach is essential. Ideally you will be available to attend a pre-Birdfair briefing held on **Thursday 13th July** in the afternoon in the Events Marquee. Note; The shift times may vary slightly and there are additional evening events currently scheduled for Thursday Friday and Saturday evening These events would finish by 21.30.

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|----------------------------------|---|
| Shift times; Pre Birdfair | Thursday 13th July |
| | Evening shift only 17.15 – 21.30 |
| Shift times; Birdfair | Friday 14th July |
| 8:30-13:30 | 13:15 - 17:30 17.15 – 21.30 |
| Shift times; Birdfair | Saturday 15th July |
| 8:30-13:30 | 13:15 - 17:30 17.15 – 21.30 |
| Shift times; Birdfair | Sunday 16th July |
| 8:30-13:30 | 13:15 - 17:30 |

Green Room - As part of the Events Team we require volunteers for the Green Room this year to assist several key volunteers who have already expressed an interest in this important role.

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| 8:30-13:30 | 13:15 - 17:30 |

Volunteer Rest Area

This area provided tables and a seated area , plus light refreshments for the the Volunteers.

This would entail keeping light refreshments/ drinks/ biscuits/available for during the event, and keeping the area provisioned, clean and tidy. This area is operational from Thursday 13th July.

Shift times; Thurs13th to Sunday 16th July 8:30-13:30 13:15 - 17:30

Marquee monitor

Marquee Monitors will be required to help on Wednesday 12th and Thursday 13th July as well as during Global Birdfair Friday 14th to Sunday 16th July

You will be responsible for a designated area of the fair, ensuring the table and chair allocation for exhibitors runs smoothly. During the fair you will patrol your marquee, talking to exhibitors, and assisting them as required. This can include taking them bags for recycling, directing them to their

Lecture Theatre, or other simple requests. At the end of the day you will ensure all exhibitors and visitors leave the marquee so that you can close it. This role will suit someone who is active, helpful, and enjoys talking to people from a variety of backgrounds.

Shift times; Weds 12th July to Sunday 16th July 8:00-13:00 12:45 -18:00

Bird Ringing Team

This stand is very popular with all visitors. However the role is highly specialised and requires qualification. If you are a qualified bird ringer and wish to be involved in this team please contact us via the website.

Parcels Team

Prior and during Birdfair many exhibitors have deliveries to the site. A team is required to receive, check-in and sign for deliveries. Then they must then take these deliveries to the correct stand. This is very responsible job, often handling very valuable items.

The team begin work on Monday 10th July until the last day of Birdfair Sunday 16th July.

As well as methodical approach this job requires lifting and carrying although a buggy is available for transport on site.

Shift times; Monday 10th- Sunday 16th inclusive 8:00 - 17:30

Camping Assistants

The campsite will be run by a couple who have diligently organised and administered this valuable job for many years.

We would like some camping assistants to help them with jobs such as with marking out pitches and assisting as campers arrive on site, and during their stay. Volunteers may help in general errands and to make sure the campsite runs smoothly. The campsite is set up on Tuesday 11th July until the end of Global Birdfair on Sunday 16th July

Shift times; Tues 11th July -Sunday 16th July 8:30-13:30 13:15 - 17:30

Parking and Traffic management

This job involves assisting in the traffic flow on the Showground site (NOT on the public roads).

You will work alongside an experienced former Police Officer in this role, and we need your help during Birdfair from Friday 14th to Sunday 16th July.

Shift Times; Friday 14th to Sunday 16th July 7:00 – 10:00am

Waste and Recycling Team

The Rutland Showground has contractors which deal with waste. Duties range from setting up recycling points, encouraging visitors and exhibitors to use the recycling scheme appropriately. Assessing the site for waste problems, litter picking, collecting waste and sorting it as well as moving it to the Showground contractor's area. Full training and protective equipment will be provided. The team is active from **Tuesday 11th July** to whenever the job is completed following the Birdfair. Whilst you do not need to commit to all of this time it is preferable that you are able to help out on at least two full days, or a number of half days, during this period.

Shift times; Tuesday 11th July – Monday 17th July 7:00- 09:00 09:00-17:30

Site Team

To be part of this team, you will have an active role and will be on your feet for long periods of time and need to be physically fit and healthy. This job may involve lifting and moving items around the site.

You may be required to use the site radios and drive buggies around the site. You need to be able to commit to at least one full day of the three days of the event.

The site team is pivotal in **Set-Up** before the event, during **Global Birdfair** and **Take-Down** to clear the site following the event.

Set-up Site Team

We will definitely require plenty of willing volunteers to help to prepare the Global Birdfair site.

This is a vital part of the success of the event. Roles will be many and varied but the major part will be marking out stands, erecting trellis panels, distributing chairs and tables, delivering equipment and parcels to stands, and being able to “muck -in” is an essential ingredient.

Set-up days; Monday 3rd July – Thursday 13th July

Shift Times; am 9:00– 13:00 pm 13:00 – 17:00

Global Birdfair Site Team

During the Global Birdfair you will patrol the site, helping to ensure the smooth running of the event. You may be asked, at times, to assist with parking and traffic control, security and safety of the site, crowd control, and support the Recycling Team.

You should be confident in helping to resolve queries from exhibitors/visitors and should always represent Global Birdfair in a professional manner.

Bird Fair Friday 14th- Sunday 16th July

Shift times ; 7:00- 09:00 09:00- 13:00 13:00 17:30

Take down Site Team

Involves dismantling stands and clearing the site. This a physically active role, needing strength and stamina and as many helpers as possible!

This begins after Global Birdfair closes on **Sunday 16th July** and will have to **completed by Sunday 23rd July** - although we hope our volunteer roles will be completed by **Wednesday 19 July**

Take Down ; Monday 17th-Sunday 23rd July

Shift Times; 9:00– 13:00 13:00 – 17:00