

## **Volunteers needed.**

### **Voluntary work at the 19th international literature festival berlin September 6th – 23rd, 2019**

#### **The Festival.**

The international literature festival Berlin [ilb], organized by the Peter-Weiss-Stiftung für Kunst und Politik e. V. [PWS], is a complex and diverse cultural institution. Every year, the festival brings together a diverse mix of the world's greatest writers, thinkers, humanitarians, politicians, and entertainers on one stage to champion the freedom to express and engage in thoughtful debate and dialog. Volunteers form the backbone of the festival and we are looking for enthusiastic and hardworking individuals who are keen to learn about production and hospitality. With close proximity to artistic processes, we offer you an exciting work experience right at the interface between event management and the literature industry.

#### **Volunteering.**

The goal of working as a volunteer is the acquisition of skills and knowledge concerning the organization of an international festival. The festival attracts some of the biggest names in the world of literature, culture, and politics, but we still need our volunteers to be focused on the job rather than get distracted. The festival requires the help of almost 70 volunteers; however we cannot guarantee all applicants a position. For the 2019 edition, we once again require an amazing group of volunteers who will be the connecting link between us, the audience and the authors! We primarily choose volunteers from Berlin, but not exclusively. As a volunteer, you will get the opportunity to work closely with the festival producers, artists as well as audiences.

- Volunteers receive the authors at the airport or train station and accompany them to their hotels.
- Volunteers ensure the authors are prepared and at the venue for their sessions.
- Volunteers help out in the back office.
- Volunteers help out at the registration desk.
- Volunteers help out at ilb's numerous venues. They make sure their assigned venue is ready prior to every session and help the Venue Manager with managing the crowds and any other task that may arise [as with most other roles, you'll need to be quick on your feet, patient and courteous. While you may have a front row seat to watching some of the world's greatest writers and thinkers, you will have to prioritize and ensure that your venue functions smoothly].
- Volunteers need to know the venues and schedule like the back of their hand and keep up to date with any program changes.

Volunteering for ilb is a full-time commitment. Please refrain from seeking permission from your team leaders and volunteer coordinators for watching a session. If your intent to volunteer is to attend sessions, we suggest that you attend the festival as a member of the audience.

**When.**

Volunteerships run from September 6th to 23rd, 2019. We are looking for volunteers who will support us during the events at the 19th ilb [September 11th – 21st, 2019]. Volunteers work 40 hours per week. Working hours are subject to change depending on the responsibility assigned. Shifts usually start in the afternoon, but can also begin in the early morning or late at night, depending on the task. Voluntary work begins with a preparatory meeting on Friday, September 6th, 2019, which is obligatory for all volunteers.

**Who.**

We are looking for highly motivated individuals who like working in a challenging and dynamic environment – whether you are an apprentice, a school graduate, or a university student. Only applicants above the age of 18 will be accepted. Any applicant that has not turned 18 years old on or before September 1st, 2019, will not be considered. There is no restriction on a maximum age limit though working on a festival such as ilb requires a lot of running around and some heavy lifting so volunteers are expected to be reasonably fit.

First preference when selecting volunteers goes to those residing in Berlin. Chosen volunteers from other cities will have to manage their own accommodation and travel.

**Qualifications.**

We recruit volunteers both with and without experience as long as you impress us with why you want to volunteer, any skills or attributes that would be beneficial and what you're looking to gain from the experience. It is preferred that volunteers be fluent in English, basic knowledge of German is desirable, any additional international language skills are a bonus.

We expect interest in contemporary literature, festivals and cultural debate, confident handling of MS Office applications, especially Outlook, Word and Excel..

**Remuneration.**

You will receive an expense allowance of € 220.00. In addition, all volunteers receive a complimentary festival badge. With your festival badge you and one other person have free access to all festival events outside your working hours, unless they are sold out.

There will be no meals provided to volunteers. Volunteers are advised to carry basic refreshments like biscuits and fruits from home and use their allowance to buy meals in advance or after work.

After the festival we will provide a certificate crediting you for your efforts.

**Registration.**

Registration for volunteering is open till June 28th, 2019. Please note that if we meet our volunteer requirement on or before 28 June 2019, we will cease accepting applications for positions for the 2019 edition of ilb.

We ask you to fill in the Volunteer Registration form and send it to Simone Schröder, [simone.schroeder@literaturfestival.com](mailto:simone.schroeder@literaturfestival.com). Please download the available Word document and make sure that you answer all questions. We invite suitable candidates for a short interview to our office or via Skype. Once selected, you will be asked to sign an undertaking.

For further information about the ilb visit our website: [www.literaturfestival.com](http://www.literaturfestival.com).