



Volunteer Application Form

Thankyou for your interest in the 2006 Melbourne Fringe Festival.
We want to make your volunteering experience as valuable, enjoyable, and relevant to your particular needs, areas of interest, and capabilities: therefore, please answer all of the questions and provide as much information as you can. Then return this form by post (or by hand!) to the address at the end as soon as possible.

Personal Details

Name.....

Address.....Postcode.....

Phone (H).....(W).....(M).....

Email.....
(Please note that this is essential, as our main form of communication with you will be via email)

Age: under16 16-17 18-25 26-35 36-45 46-55 56-65 65+

Do you have any medical conditions or limitations (eg: diabetes, back injury, etc) that we should know about? (Please note that this is an optional question).....

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Emergency Contact Details

Name (& relationship).....

Phone.....

Present/Last Employment

Company name.....

Position held.....

Held from.....to.....

May we contact this employer for a reference? Yes No

Contact name.....Phone.....

Educational Qualifications, Skills & Experience

Are you currently a student? Yes No

If yes, what are you studying?.....

Do you hold any Tickets or Trade Certificates? (RSA, HGV license etc, Riggers ticket etc)

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Do you hold any Diplomas/Degrees?.....

Do you speak any other languages aside from English? Yes No

Please specify.....

Do you hold a current Drivers Licence?

Yes

No

Please indicate your areas of skill with a ✓

- | | | |
|---|---|--|
| Customer Service <input type="checkbox"/> | Administration <input type="checkbox"/> | Stage Management <input type="checkbox"/> |
| Information Exchange <input type="checkbox"/> | Management <input type="checkbox"/> | Lighting <input type="checkbox"/> |
| Hospitality <input type="checkbox"/> | Teaching <input type="checkbox"/> | Sound <input type="checkbox"/> |
| Cash Handling <input type="checkbox"/> | Production <input type="checkbox"/> | Performer <input type="checkbox"/> |
| Word Processing <input type="checkbox"/> | Ticketing <input type="checkbox"/> | Creative/Artistic <input type="checkbox"/> |
| Data Entry <input type="checkbox"/> | Front of House <input type="checkbox"/> | Exhibition Installation <input type="checkbox"/> |

Please elaborate on any of the above, or other skills, attributes, areas of interest or experience that you think relevant (e.g.: sewing, carpentry, public speaking, organised an event, etc).....

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Have you volunteered for the Melbourne Fringe before?

Yes

No

If yes, please state what year/s, and what you did.....

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Have you volunteered for other festivals before?

Yes

No

If yes, please state what your involvement was and for which festival(s).....

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Areas of Interest

Please indicate with a ✓ the area/s that you are interested in volunteering in.

- | | | |
|---|--|--|
| Administrative Support <input type="checkbox"/> | Production <input type="checkbox"/> | Sponsorship/Signage <input type="checkbox"/> |
| Information Centre <input type="checkbox"/> | Workshop Assistant <input type="checkbox"/> | Distribution <input type="checkbox"/> |
| Ticketing <input type="checkbox"/> | Exhibition Installation <input type="checkbox"/> | Launches <input type="checkbox"/> |
| Box Office <input type="checkbox"/> | Exhibition Minding <input type="checkbox"/> | Festival Club Bar <input type="checkbox"/> |
| Front of House <input type="checkbox"/> | Bump In/Out <input type="checkbox"/> | Stage Management <input type="checkbox"/> |

Particular Events, please specify.....

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Availability

Please indicate your availability with a ✓

	Weekdays	Weeknights	Weekend days	Weekend nights
Pre-Festival August				
September				
Festival Period 27 Sept-15 Oct				
Post-Festival October				

Please state specific days/times that are best for you to work.....

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Please state specific days/times that you are definitely not available.....

.....

Please state other demands you have on your time (study, work, children, carer, etc)

.....

For Our Interest:

Where did you hear about volunteering for the Melbourne Fringe?

- | | | | | | |
|--------------------------|--------------------------|---------------------|--------------------------|---------------------|--------------------------|
| Melbourne Fringe Website | <input type="checkbox"/> | Print Advertisement | <input type="checkbox"/> | Radio Advertisement | <input type="checkbox"/> |
| Website | <input type="checkbox"/> | School | <input type="checkbox"/> | Youth Hostel | <input type="checkbox"/> |
| Volunteered Previously | <input type="checkbox"/> | Word of Mouth | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Please specify, eg: which newspaper, website, school.....

What motivated you to volunteer for the Melbourne Fringe?.....

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Do you already have, or are you looking for, a career in the arts industry? If so, in which area.....

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- | | | | | |
|---|--------|--------------------------|------|--------------------------|
| Approximately, what is your t-shirt size? | Female | <input type="checkbox"/> | Male | <input type="checkbox"/> |
| | S | <input type="checkbox"/> | M | <input type="checkbox"/> |
| | | | L | <input type="checkbox"/> |
| | | | XL | <input type="checkbox"/> |

THANKS FOR YOUR INTEREST!

I will be contacted in regards to attending a volunteer training and information session, to be held in late August. At this time you will be given more information about the 2006 Melbourne Fringe Festival, volunteer roles, opportunities, expectations and benefits. For further information, please visit www.melbournefringe.com.au, or email me at anna@melbournefringe.com.au, or phone 03 8412 8788.

Please send both forms (the one above and the one below) to:
PO Box 2953
Fitzroy
Victoria
3065

Look forward to meeting you!
Anna

Please read and ✓ the following boxes:

About Melbourne Fringe

Melbourne Fringe (est. 1982) has a clear purpose and place in the arts community of Melbourne. It supports the development and profile of contemporary arts practices, particularly creating opportunities for both experienced and emerging artists to present new work in front of the largest possible audience. The organisation focuses its activities on the annual Melbourne Fringe Festival, timed for late September - October. Throughout the year however, Melbourne Fringe undertakes ongoing activities which include: marketing the organisation; providing support to Melbourne Fringe artists, information and developmental programs for artists; accessing sponsorship and artistic partnerships; providing hands on training opportunities for artists, technicians and managers; and brokering direct, practical support in venue access.

Our Mission

Melbourne Fringe is an umbrella organisation of, and for, independent artists which celebrates and fosters the development and presentation of new artistic work, across all media. It is an information and resource network which presents festivals and events that have significant cultural impact at a local, national and international level for artists, audiences and the general public.

Our Vision

That Melbourne Fringe will be a vibrant cultural nucleus that is recognised as the generator for the development and presentation of new work in Australia. Artists will engage with the organisation all year round. The annual Festival will remain irreverent and edgy, challenge the status quo and look for new ways to engage and stimulate stakeholders. Every year Melbourne Fringe will set Melbourne on fire encouraging local and interstate audiences to seek out the new, challenge themselves and participate.

- I understand that by volunteering for the Melbourne Fringe Festival, I become a willing representative of Melbourne Fringe. As such, I will respect and abide by the philosophies of the organisation and conduct myself appropriately at all times during volunteer work.
- I understand that the smooth running of the Festival depends on the work of volunteers, and therefore promise to be both punctual and reliable.
- I will endeavour to give the appropriate contact person **at least 24 hours notice** if I am unable to fulfill my commitments as scheduled.
- I agree to undertake any work for the Melbourne Fringe Festival in a responsible and safe manner. If I am unsure or concerned about the Health & Safety aspect of the work that I am undertaking, I will seek advice from a supervisor.
- I understand that all volunteer work will be carried out in a safe work environment, that I will receive a briefing by Melbourne Fringe Festival's Risk Management Officer and that during volunteer work I am covered by the Melbourne Fringe Festival's Volunteers Insurance.
- I will attend a volunteer introduction or briefing session.
- I understand that I will receive no financial compensation in exchange for my volunteer work.

Signature

Signed.....Date.....