

## Africa Writes-Bristol 2019 – Call out for Volunteers

Job Title	Africa Writes-Bristol 2019 Volunteer
Working hours	29 June – 4 July plus flyering and volunteer meetings (refer to 'Your Availability')
Location	Malcolm X Community Centre (29 June) and other venues across Bristol
Reporting to	TJ Dema and Kate Wallis
Salary	Voluntary role, expenses paid for travel within Bristol
Deadline	Friday 3 May

**Africa Writes-Bristol is looking for volunteers with a passion for all things Africa to help run the festival!**

### **About Us**

**Africa Writes** is the Royal African Society's (RAS) annual literature & book festival - the UK's leading platform celebrating the best contemporary African writing. In 2017 the festival staged a successful pop-up in Bristol. With funding from Arts Council England, we are now working to establish **Africa Writes-Bristol** as a regular standalone event. The programme will include a full day of activities (book launches, panels, performances, workshops, family activities, book fair) at Malcolm X Community Centre on 29th June, followed by a series of evening events across the city over Sunday 30th June, Monday 1st July, Tuesday 2nd July, Wednesday 3rd July and Thursday 4th July.

The festival is brought to you by partners working with Royal African Society including Saseni!, Festival of Ideas, University of Bristol and University of Exeter.

### **Volunteering for Africa Writes 2019**

As an Africa Writes 2019 volunteer you will be required to take on the following tasks and responsibilities:

- Pre-festival publicity; flyering in locations around Bristol in May and June.
- Meeting and greeting festival guests and attendees
- Point of contact for festival queries from the public
- Event registration and ushering
- Distributing and collecting monitoring & evaluation forms
- Arrangement of festival brochures and merchandise on the *Africa Writes-Bristol* info stand
- Management of speakers' refreshments
- Encourage sales of *Africa Writes* merchandise
- Mic running during Q&A sessions
- Live tweeting and updating social media
- Any other duties as required.

### **Your Availability**

You will be required to commit to a **minimum of 1 shift** throughout the festival period, from 29 June to 4 July, and requested to attend two meetings prior to the festival and additional shifts to assist with flyering throughout May and June. Shifts will be approximately 4-6 hours in length.

This position is open to applicants who will be in Bristol during the festival. Expenses will be paid for travel to and from the festival within the city. If you will not be in the U.K. during the period of the festival, your application will not be considered.

**If you would like to volunteer please send a covering letter and CV to Kate Wallis on [k.wallis@exeter.ac.uk](mailto:k.wallis@exeter.ac.uk) by Friday 3 May 2019. If you have any questions please don't hesitate to get in touch at the above email address.**