

Open House London



Volunteering – Sat 22 & Sun 23 September 2012

Open City is calling for individuals who would like to offer their help as a volunteer for the Open House London event on Sat 22 & Sun 23 September 2012

What is Open House London?

Now in its 20th year, Open House London is the capital's largest architectural festival where more than 700 great buildings of all types and periods across London open up their doors to all, completely free. It is a truly city-wide celebration of the buildings, places and neighborhoods where we live and work, and with a quarter of a million people taking part.

When is the event taking place?

Saturday 22 and Sunday 23 September 2012.

How can I help as a volunteer?

As a volunteer, you will be providing assistance to building representatives/owners participating in the event, to open their buildings to the public. The assistance of volunteers is vital to make the Open House London Event happen and is greatly appreciated.

How many volunteers are involved?

Around 6,000 people volunteer over the event itself, many of whom are recruited directly via the building themselves. 600 of whom are placed through us directly.

How much time do I have to commit?

One morning or afternoon on one day during the event.

Where would I be volunteering?

At one of the participating buildings or events. You will be able to go online in August and self-select an available position.

Do I need to a qualification?

No need to have a degree/profession in architecture / built environment. All you need is plenty of enthusiasm to help make the event a success. If you are an architecture professional, or student, you will also be able to share your expertise with the visitors.

How do I fit in?

There are three different volunteer roles - Steward, Steward Plus or Guide. You will select which role would suit you, depending on your interest/knowledge in architecture and how comfortable you feel in that role.

- **Stewards** - Help to organize queues, act as extra security for the building, hand out factsheets and answer practical questions such as opening times, suggesting other participating buildings close by, and giving more details about the Open House event in general.
- **Stewards Plus** – Act as a steward to provide practical assistance, as well as being prepared to answer visitor queries relating to the design of the building.

- **Guides** – Lead guided tours, talking about the architecture, function and history of the building. Enough research is required to ensure your tour is informative and you are able to answer questions at a level for the lay-person.

What's in it for me?

Many volunteers have told us that they found volunteering be rewarding in offering new experiences and skills, as well as providing a great opportunity to learn more about architecture and the built environment. As a thank you for volunteering, you will receive the following benefits:

- **A volunteers' priority badge** - This will allow you to jump the queues to gain entry to some of the buildings over the weekend (except for those which require pre-booking). The badge is really useful at very popular buildings, which attract large crowds, and so you will be able to make the most of the rest of your time during the event.
- **A complimentary copy of the Guide** - The Open House London 2012 Guide (normal price £6.50) is your essential companion to the event.
- **Invitation to the Closing Party** – Held at one of our participating buildings on the Sunday evening, this is a great opportunity to meet with the organisers of Open House, the building representatives and other volunteers to celebrate the event and thank everyone for their support.

Are my expenses to be reimbursed?

Unfortunately, we are not able to reimburse any expenses (including your travel costs).

NEXT STEPS

- **NOW** - Submit your interest to volunteers@open-city.org.uk. All you initially need to do is provide your name, email address and a telephone number. There's no commitment at this point
- **June** – We will contact you so that you can register your availability for the event. Once your registration is complete, we will activate your log-in for the online booking to self-select an available placement
- **July – August** – Make your selection online
- **Late August** – Attend a preparatory briefing, for a better overview of the volunteer roles and preparations to be made, and an opportunity to meet the Open House London team in person.
- **Late August** - Make contact with the building, introduce yourself to the building representatives. You might be asked to visit the building prior to the event.
- **22 & 23 September** - Enjoy the event as a volunteer and the rest of the weekend with your priority badge!
- **Evening of 23 September** – Get together at Closing Party and share your experiences at an Open House building over a glass of wine!