



Get Involved – London 2012 Ceremonies Volunteers

London 2012 Ceremonies Ltd (L2012C) has been established by the London Organising Committee for the Olympic and Paralympic Games (LOCOG) for the sole purpose of producing the Opening and Closing Ceremonies of the Olympic and Paralympic Games. Working alongside the LOCOG appointed Executive Producers and Artistic Directors, L2012C's mission is to realise four innovative and visionary World Class Ceremonies.

In July 2012 the eyes of the world will be upon London and the UK, when it plays host to the London 2012 Games. Watched by a worldwide audience of one in three people, the Ceremonies will welcome the world to London and the UK, set the tone of the Games, recognise the competing athletes and celebrate the Olympic and Paralympic values and spirit of friendship. Generating some of the Games most moving and memorable images, the ceremonies will celebrate the UK's traditions of ingenuity, innovation, diversity and champion the people, creativity and heritage of the UK.

Events of this scale take a vast amount of planning and collaboration but most importantly it takes an enormous team of talented people to make it happen. A critical part of the success of the Ceremonies is down to the skills and resources provided by their volunteers.

L2012C needs to recruit almost 500 volunteers to be involved and assist in a number of roles. Our Ceremonies Volunteers are key members of the team and we are looking for volunteers to be involved in our Casting, Costume, Make-up, Props, Lighting, Sound, Staging and Operations Teams.

This is a great opportunity for your students to use their skills in a professional environment and to experience what it is like to work on one of the World's largest events alongside one of the most talented production teams ever assembled.

We need your support and we'd like you to be involved!



Available Roles for Ceremonies Volunteers

Below are descriptions of the many roles available to volunteers for participation in the Opening and Closing Ceremonies of both the Olympic and Paralympic Games. With each description is an indication of the time period for which we will need volunteers for both pre-production and show.

Within these periods are compulsory dates (i.e. inductions, training, rehearsals and performances) that volunteers will need to be available if they want to participate in the actual Ceremony performances. While volunteers may not be asked to attend all of the dates listed, please understand the importance of being flexible and the commitment required for successful Ceremony performances.

Key dates currently include:

24 th March:	Induction & Training for volunteers involved in pre-production rehearsals
12 th May:	Induction & Training for all Ceremony participating volunteers in the 1:1 venue
15 th May – 17 th June:	Evening and weekend rehearsals at the 1:1 for Opening Ceremony
16 th June:	Induction & Training for the move to the Stadium
19 th June – 13 th July:	Evening and weekend rehearsals at the Stadium for Opening Ceremony
14 th & 15 th July:	Transitions Rehearsal (All)
18 th July – 21 st July:	Run thrus by section
21 st July:	Dress Rehearsal 1 (All)
23 rd July:	Dress Rehearsal 2 (All)
25 th July:	Dress Rehearsal 3 (All)
27 th July:	OLYMPIC OPENING CEREMONY (ALL)
29 th July – 8 th August:	Rehearsals for Closing Ceremony at 1:1 Venue
7 th August:	Dress Rehearsal 1 (All) – TBC
10 th August:	Dress Rehearsal 2 (All) – TBC
12 th August:	OLYMPIC CLOSING CEREMONY (All)
16 th August – 24 th August:	Rehearsals for Opening Paralympic Ceremony at 1:1
25 th August:	Dress Rehearsal 1 (All) – TBC
27 th August:	Dress Rehearsal 2 (All) – TBC
29 th August:	PARALYMPIC OPENING CEREMONY (All)
31 st August – 8 th September:	Rehearsals & Dress – TBC
9 th September:	PARALYMPIC CLOSING CEREMONY (All)

You will likely not be asked to attend all of these dates, but do make certain that you are available for any dates marked with **ALL**, while maintaining availability over all others noted until the actual schedule is confirmed.

For all roles starting before the dates noted above, work sessions will be scheduled for volunteers to participate during the run up to the Ceremonies, particularly in Costuming and Props. Frequency and duration of work sessions will vary based on the role and will be flexible enough for volunteer participation at most levels of availability and experience.

The volunteer roles currently available include:

Assistant Stage Manager (June – September)

Organise and manage the cast of volunteer performers. Involved in the production process from beginning to end and will assist in key stages during auditions, rehearsals and the performances. *Only specialists required.*

Costume Volunteer – Construction (January – September)

This role would be ideal for specialist 2nd and 3rd Year Students studying in Costume/Prop/Design related courses looking for a placement within the Olympic and Paralympic Costume Workshop. These students will be involved with the construction and fabrication of the costumes as well as assisting with fittings and general workshop business. It will be an ideal opportunity for those involved to understand how an event of this size works, as well as being able to work alongside many top industry professionals.

Costume Student Volunteer – Team Member (April – September)

This role would be ideal for specialist students studying in Costume/Prop/Design related courses looking for a placement within the Olympic and Paralympic Costume Department. These students will be involved with the construction and fabrication of the costumes as well as assisting with fittings and general workshop business.

Costume Volunteer – Team Member (April – September)

This role would be ideal for Volunteers looking for a placement within the Olympic and Paralympic Costume Department. These volunteers will be involved with the construction and fabrication of the costumes as well as assisting with fittings and general workshop business.

Costume Volunteer – Hair & Make-up (July – September)

This role would be ideal for specialist 3rd Year Students studying in Hair and Make-up related courses looking for a placement within the Olympic and Paralympic Costume Department. These students will be working to a design brief, styling the hair or applying wigs, as well as applying and overseeing the make-up for the cast of the four Ceremonies. It will be an ideal opportunity for those involved to understand how an event of this size works, as well as being able to work alongside many top industry professionals.

Casting Assistant (January – September)

Assist the casting team manage the data input at auditions, rehearsals and the show performances. Organise and move volunteer cast during auditions, rehearsals and show performances. Distribute rehearsal schedules and cast information. These are general skills positions and will give great exposure to those wanting experience in cast coordination and may be suitable for those doing event management.

Team Welcome Ceremonies (June – August)

These ceremonies welcome the athletes of both the Olympic and Paralympic Games and positions include:

Team Parade escorts - Escort and deliver the athletes and answer any queries as well as helping with Dignitaries.

Performance Liaison Leaders – Liaise with our world leading theatre company who is performing as well as with other areas in the ceremonies.

Gift Presenters – Presents the gifts to the Countries dignitary and receive the gifts given to London.

Victory Ceremonies (June – September)

These ceremonies happen at the end of every athletic competition and positions include:

Escort Leaders – Brief the presenters and athletes, lead their members and assist the venue producers and coordinators.

Medal and Flower Leaders – Take responsibility for the look of the presentation platters and also receive important deliveries of the medals, etc on occasions.

Presenter and Athlete Escorts - These are female roles and in line with our promise of a youth driven games need to reflect this, they will be in front of the watching world. They look after athletes and guide them around the field of play.

Medal and Flower Bearers – These are male roles for the first time in Olympic Games history. They will present the flowers and medals to the presenters to give to the athletes.

Technical

Props – Construction (February – September)

Assist with the construction and maintenance of all scenery and props, likely involving repetitive large-scale dressing, assembly, painting and breakdown. These volunteers will be under the supervision of professional scenic/props builders. Some or all members of this team will become running crew for the ceremonies as outlined below.

Props – Running Crew (May - September)

Assist with presetting, movement and storage of scenery and props, as well as the handling, resetting and recharging of batteries in hundreds of electric props for rehearsals and performance.

Staging Show Crew (May – September)

Assist with the construction and movement of the stages and scenery. This role involves a significant amount of physical work and each Volunteer must be familiar with a staging environment. We need all specialists for this role as a lack of knowledge of procedures and the working environment could present a Health & Safety risk.

Lighting Crew (May – September)

We need 24 follow spot operators to provide the lighting during rehearsals and the shows. We will also need volunteers to assist back of house and on the field of play with setting electrics, paging cables and moving lights for scene changes. These are specialist roles as there is a requirement to know theatre lighting techniques.

Communications Crew (May – September)

This role is a great opportunity to experience the importance and complexity of the communication system on an event of this size. Volunteers will distribute and continuously replace radios and in ear monitors. Specialist Volunteers will also have the opportunity to work directly with professional audio crew to help troubleshoot any IEM or other wireless difficulties.

Operations

Operations Assistants (March – September)

As part of the Show Crew/Operations team, you will be responsible for assisting and supporting the Ceremonies operations at the rehearsal venues and the stadium, as well as creating the rehearsal and performing spaces. You will have a hands-on multi-tasking role, assisting in the running and daily maintenance of the site, in liaison with the cast and crew. Show Crew/Operations play a vital role in ensuring the smooth running of rehearsals, making sure people have what they need and are where they need to be. A valid driver's license a plus.

Accreditation Assistants (January – September)

As part of the Ceremonies Accreditation team you will assist in the coordination, distribution and registration of accreditation passes for cast, volunteers and contractors at the rehearsal venues and stadium. Requiring a keen eye for detail, you will liaise between different Ceremonies departments to ensure everyone in the Ceremonies 'team' are appropriately accredited. Accreditation plays a critical role in the security of the Games. Your role is important in ensuring all of our team are able to get where they need to, into the venue and around the venue, in order to perform the functions required.

Volunteer Assistants (May – September)

Support and assist in ensuring the welfare of our Volunteers by performing check-in & check-out duties at the rehearsal venues and the stadium, supervising the volunteer break areas, maintaining basic catering supplies and ensuring all volunteers receive their entitled breaks and meals. Volunteer Assistants play a vital role in ensuring the smooth running of rehearsals, making sure people have what they need and know where they are supposed to be and when. They are the eyes and ears of the Volunteer Team and are an irreplaceable source of help and information for our volunteers.

Transport Assistants (May – September)

Work with the Ceremonies fleet, driving staff and headline talent, making deliveries and maintaining the cleanliness of all fleet vehicles.

Application Process – Ceremonies Volunteer

The opportunity to Register Interest will become available in mid-November. In the meantime, please consider your interest and availability against the roles mentioned and please read all of the information below before applying.

- a) Once invited to register interest, you must complete all information required in this application process and submit your applications through our website or via email as directed. Only the official form of application will be accepted. This description of the application process and the terms and conditions below also form part of the application process.
- b) Within 2 weeks of submitting your Register Interest form you will receive an email with further information and instruction as well as a Roles Availability form. You must complete the Roles Availability form and email it back along with your current CV and a cover letter – where requested - to confirm (i) that you would like to continue to participate in the process; (ii) the accuracy of the information held about you; and (iii) the role you are interested in and your availability. If you do not respond by the specified date you will be removed from the shortlist.
- c) Upon review of your Roles Availability Form, shortlisted applicants will be invited to interview. Interviews will be held in east London. If invited, you will be responsible for your own travel expenses to and from the interview locations and neither the London Organising Committee of the Olympic Games Ltd (“LOCOG”) nor London 2012 Ceremonies Ltd (“L2012C”) will be responsible for reimbursement of any expenses or loss of earnings incurred by you. You must be available:

- To attend an interview in east London
- To attend work sessions and ceremonies as outlined in the Role Availability Form

All dates and durations are subject to change at the discretion of L2012C.

- d) The selection process will be under the supervision of L2012C and all decisions made by L2012C will be final.
- e) You will be contacted within 48 hours of a successful interview and requested to fill in the Ceremonies Volunteer Application on the website. The information collected in this form will be used for accreditation.
- f) Your application will be subject to background and/or other security checks. You must disclose to L2012C all details of any and all criminal/civil actions pending against you currently and/or served against you and/or any unspent convictions. You must also notify us immediately if there are any criminal charges brought against you or you become involved in any criminal or civil proceedings (including being arrested) after the date you submit your application.

Frequently Asked Questions

Here are answers to some of the questions you may have about taking part in the London 2012 Ceremonies:

1. What are the benefits of being a Ceremonies Volunteer?

- This is a once-in-a-lifetime opportunity.
- You will be a part of a global event to express and celebrate the passion and creativity of the United Kingdom in front of the entire world.
- You will have the opportunity to work with people from all over the world and learn from experts with international reputations.
- You will gain an experience that you will remember for the rest of your life.

2. Are there any criteria for people wanting to volunteer?

- These positions are for individuals aged 18 years or over on 1 March 2012. (If you are under 18 at time of application, see question 8 below.)
- You can become a Ceremonies Volunteer, as long as you have passion, goodwill, commitment and team spirit.
- These are all volunteer roles, so you will not be paid or compensated in any way for your time.
- You will however be offered assistance with the cost of public transport to and from work sessions and rehearsals within Transport for London travel zones 1-6.
- In some instances, catering will also be provided given the length of your work session.

3. When would I need to be available?

- If your submission is successful, interviews for the Ceremonies Volunteer roles commence end of November and continue as needed. Once offered a position, you will be invited to a Ceremonies induction followed by training sessions, work sessions and performance dates previously outlined in the Role Availability Form you will receive.
- Participation as a Ceremonies Volunteer is a significant commitment. Your availability and level of commitment will be confirmed in your interview.

4. Do you have any accessibility requirements in order to volunteer?

We want to stage an inspirational and memorable Games, where everyone is invited, can take part and get involved. Our Volunteers will come from a diverse range of communities and backgrounds. We value and embrace diversity – be it age, disability, gender, ethnicity, religion and belief or sexual orientation. We want to make sure applicants who are deaf or disabled are provided with the necessary support during each stage of the process. To help with this we ask you to indicate what support may be required. The work spaces, rehearsal venue and stadium are all accessible.

5. Can I participate if I don't live in London?

- Yes you can. When deciding if you would like to take part, please remember that all work sessions, rehearsals and the Ceremonies will take place in East London. All locations are close to public transport.
- Ceremonies Volunteers will be offered assistance with public transport to and from work sessions, rehearsals and Ceremonies within the Transport for London network.
- If you are offered a role and live outside the Transport for London travel zones covered by the assistance offered above, you will be responsible for covering any extra cost of your own transportation.

6. If I am successful what will I be asked to do?

- There are roles for most skill and experience levels. Whether you are at the beginning of your career, changing careers or at the pinnacle, all we ask is that you have lots of enthusiasm, personality, a positive attitude, huge amounts of energy and we will teach you all you need to do.

7. I will be 18 or older on 1 March 2012 but am 17 now. Can I apply?

- If you are currently 17 but will be 18 on 1 March 2012 we will require a signed parental/guardian consent form to take your application further. On receipt of your expression of interest we will then send you further details and deadlines for completion of the parental/guardian consent form.

8. How and when do I learn if I am being considered?

- Once you register your interest we will begin contacting applicants via email with information about the next stage within two weeks of your submission.
- If you are successful after the interview stage, you will need to complete a more detailed form to proceed. You will need these details for accreditation purposes:
 - Passport/full UK driver's license or UK birth certificate
 - If your passport is from a non-EEA Country (or Switzerland) you will also need your visa/residence permit number details
 - Details of your current address (plus your previous address if you have lived at your current address for less than three years)
 - UK mobile phone number

9. What sort of records checks must I go through?

- If successful, all Ceremonies Volunteers will be subject to a criminal record (CRB) check. If a successful applicant has a criminal record, the application would be reviewed on a case-by-case basis.
- In the next application stage you are also asked if you have any unspent convictions. Convictions for criminal offences may become 'spent' after specified periods of time from the date of conviction if there are no further convictions during that time. Spent convictions will be disregarded. They will not normally be taken into account when assessing whether you are of good character. Convictions that are not yet spent are known as unspent convictions and will be taken into account when assessing good character.

10. If I do not have a mobile telephone number can I enter my home phone number?

- Yes

11. What is London 2012 Ceremonies Ltd (L2012C)?

- London 2012 Ceremonies Ltd was set up to produce the Opening and Closing Ceremonies of the Olympic and Paralympic Games. Working alongside the Executive Producers and Artistic Directors (the Creative team), the company's mission is to realise four innovative and visionary world-class ceremonies.

Terms and Conditions

Please read the following terms and conditions about the Ceremonies Volunteers process.

Eligibility

a) You must be 18 years of age or older on 1 March 2012. To be eligible to participate in the process for the chance to volunteer at the London 2012 Opening or Closing Ceremonies of the Olympic and Paralympic Games (“the Ceremonies”) you must also be resident, and have an address, in the British Isles (not including the Republic of Ireland). If you are under 18 years of age at the time you submit your application, you must provide parental/guardian consent to confirm your voluntary acceptance of these Terms and conditions prior to progressing to the next stage.

b) Employees of any of the following may not apply:

- The London Organising Committee of the Olympic Games and Paralympic Games Ltd
- London 2012 Ceremonies Limited
- The International Olympic Committee
- The International Paralympic Committee

c) By submitting this application you accept these Terms and conditions together with any specific instructions and terms which may be mentioned in any electronic messages, or on the website, or communicated to you in any other way. Such other information shall prevail in the event of there being any inconsistency between these Terms and conditions and any other information.

d) You confirm that you have read and understood the application process for selecting Ceremonies Volunteers and you understand that in the event that you are selected as a Volunteer: (i) you will be asked to agree to L2012C’s Volunteer Agreement; and (ii) you will provide any other documentation (including proof of age and/or identity) required by L2012C to organise and stage the Ceremonies. You agree that the forms and/or information will need to be submitted to L2012C by specified dates and failure to provide the information by the relevant date may result in your position as a Ceremonies Volunteer being withdrawn without notice.

Use of your personal information and image

e) Information provided in the application may be validated through different sources. By submitting this application you warrant all information entered by you is truthful and factually accurate. Inaccurate and/or incomplete information will result in your application being removed from the application process and/or any offer to participate as a Ceremonies Volunteer being withdrawn.

f) You agree to the information supplied to LOCOG and L2012C in connection with your application being stored and processed in accordance with the terms of the Data Protection Act 1998. You agree that this information can be used to verify the accuracy of information provided to LOCOG and L2012C and/or to investigate any issues in respect of your involvement with the Ceremonies. **You also agree to the information being used by LOCOG and L2012C and being provided to selected third parties, for the purposes of organising the Ceremonies and/or the London 2012 Games. This includes LOCOG and L2012C’s customer relationship management providers, which send out email communications on behalf of L2012C and whose servers are based in the United States.**

g) **You agree that where necessary for the purposes of organising the Ceremonies and/or the London 2012 Games, L2012C, LOCOG, and selected third parties, may contact you.**

h) Personal information held about you which has been provided through the application process will be removed from LOCOG and L2012C's databases if you are unsuccessful in the application process. Where your application is successful, your personal data will be deleted from LOCOG and L2012C's databases when it is no longer required for the purposes contemplated by these Terms and conditions. You may request to be removed from the application process, and your data deleted from LOCOG and L2012C's databases, at any stage.

i) For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please see London 2012's Privacy Policy at <http://www.london2012.com/about-this-website/privacy-policy.php>.

j) You agree to be filmed, televised, photographed and/or otherwise recorded in connection with the application process for the Ceremonies, auditions, rehearsals, and the Ceremonies themselves, and hereby grant to us all consents necessary to enable us to make the fullest use of your contribution throughout the world in perpetuity by any and all means in any and all media, whether now known or hereafter discovered or developed, without liability or acknowledgement to you. You agree to make yourself available for media and publicity interviews and photographs if required, for the purposes of publicising and promoting the Ceremonies. You agree that L2012C, LOCOG, the International Olympic Committee, the International Paralympic Committee, and selected third parties, including the commercial partners of the London 2012 Games and future Olympic Games and Paralympic Games ('Games Partners'), shall be permitted to use such films, photographs and recordings and your image and likeness for the purposes of promoting and publicising the London 2012 Games, future Olympic Games, Paralympic Games, and the Olympic and/or Paralympic Movements generally.

Confidentiality

k) You must not without L2012C's prior written consent disclose, publicise, or discuss with any third party any information relating to your application, your progress in the selection process, the administration of the selection process, any other Applicants, the work sessions, the rehearsals, or any other information which may come to your attention save where such information is already public knowledge. In addition to the obligations of confidentiality contained in these Terms and conditions, if you are invited to participate as a Ceremonies Volunteer you will be required to enter into confidentiality agreements with L2012C.

Liability and general terms

l) L2012C's decisions on all matters relating to the selection process and organisation and staging of the Ceremonies are final and no correspondence will be entered into regarding our decisions. You agree (i) to release L2012C from any liability with respect to all aspects of the audition process, and (ii) not to make any claims as a result of, or relating to, the selection process.

m) None of L2012C, LOCOG (including their employees, officers, servants, agents) or any other party or organisation (including their employees, officers, servants, agents) involved in the management, promotion, or administration of the audition process, the Ceremonies, and/or the London 2012 Games will accept responsibility or liability for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft, destruction, alteration of, or unauthorised access to applications, or entries lost or delayed whether or not arising during operation or transmission as a result of server functions (including but not limited to security functions by

software used by L2012C or any third party), virus, bugs, or other causes outside its control. Proof of submission online is not proof of receipt by L2012C.

n) Any applications which are incomplete, incorrect, inaudible, incomprehensible, or not received by LOCOG and/or L2012C may be void.

o) The invalidity or unenforceability of any provision of these Terms and conditions shall not affect the validity or enforceability of any other provision. In the event that any provision is determined to be invalid or otherwise unenforceable or illegal, these Terms and conditions shall otherwise remain in effect and shall be construed in accordance with their terms as if the invalid or illegal provision were not contained herein.

p) We may cancel or amend the selection process or these Terms and conditions without prior notice to you. Any changes will be posted either on the website or within these Terms and conditions. These Terms and conditions were last updated on 27 October 2011 and shall be exclusively governed by and construed in accordance with the laws of England.