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KEMBALI 2020: A Rebuild Bali Festival Volunteer Information Guide

KEMBALI20 will be a place where artists and audiences alike can discuss shared inspirations, ideas and concerns, with the online Festival that transcends cultural and geographical borders to create a truly global community. "We invite you to Kembali to experience an extraordinary new Festival. We are bringing Bali back to you!" - Janet DeNeefe.

Be a part of this extraordinary new Festival by joining our Volunteer Program for KEMBALI 2020, **29 October to 8 November 2020**.

Volunteer Satisfaction

- We try to look after our volunteers by giving them the right information at the right time, putting them in work areas that they will enjoy, and listening to their feedback as we go along.
- All information that volunteers need regarding volunteering is available on the Volunteer page of our website: www.ubudwritersfestival.com/volunteer.

Application process

- Apply online at www.ubudwritersfestival.com/volunteer. (Open from **1 September to 14 September 2020**).
- After you submit the registration form, **please wait for our confirmation email on 21 September 2020**, as we do not send individual 'received' emails at this stage.
- Confirmation of volunteer placements will start from **21 September 2020**. We can only accept a limited number of the most appropriate volunteers for each area. When all volunteer roles are filled, remaining applications will be put on a waiting list.
- Once a volunteer role is confirmed, we will send each volunteer a work roster. We cannot change your role and roster. Should you need to cancel your role as a volunteer, *please tell us before we send you the roster*.
- The rosters will be sent out from **26 September to mid-October 2020**.
- Some of the volunteer rosters will start from **28 September 2020** (more details below).

Volunteers will receive

- Free access to our digital programs on our website (access to Workshops not included).
- Festival's merchandise (by volunteer's request).
- Volunteer Certificate of Appreciation.



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Volunteer Roles & Work Areas

- Online Content Creator: English or Indonesian
- Sign Language Interpreter
- Indonesian Subtitle Writer
- English Subtitle Writer
- Online Program
- Video Editor

All volunteers need to:

- Respect the other team.
- Always be punctual (***this is extremely important***).
- Be friendly, disciplined, and polite.
- Follow their Supervisors' advice and solutions.
- Work as a team.
- Take responsibility for themselves and others.
- Speak English is also required in some areas.
- Work a minimum of 4 x 5 hours shifts over 6 days, or depends on the project.
- Communicate well with Supervisors and Volunteer PIC.

Volunteer Area requirements:

Online Content Creator: English or Indonesian

Requirements:

- Have the ability to write in English or Indonesian
- Willing to attend assigned sessions online
- Willing to volunteer for the duration of **29 October – 8 November 2020**

Job Description:

- Take notes about the content during popular sessions, include range of topics that are discussed during the panels
- Collect interesting quotes

Sign Language Interpreter

Requirements:

- Proficient in sign language (ASL)
- Willing to appear online when live-streaming sessions are taking place
- If you're appearing online outside of the Festival's studio, please ensure that you have an adequate internet connection during the sessions
- Experienced in using zoom meeting application
- Willing to volunteer for the duration of **29 October – 8 November 2020**



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Job Description:

- Help deliver the content of the live-streaming sessions using sign language

Indonesian Subtitle Writer

Requirements:

- Have the ability/writing skills, preferably experience in writing script or video subtitles in Indonesian
- Able to translate English text to Indonesian
- Willing to volunteer for the duration of **28 September – 8 November 2020**

Job Description:

- Create Indonesian subtitle for our English pre-recorded sessions
- Insert time stamp into the subtitle script
- Translate English subtitles to Indonesian

English Subtitle Writer

Requirements:

- Have the ability/writing skills, preferably experience in writing script or video subtitles in English
- Able to translate Indonesian text to English
- Willing to volunteer for the duration of **28 September – 8 November 2020**

Job Description:

- Create English subtitle for our Indonesian pre-recorded sessions
- Insert time stamp into the subtitle script
- Translate Indonesian subtitles to English

Online Program

Requirements:

- Experience in operating OBS (Open Broadcasting System), Zoom and YouTube
- Willing to be present at the Festival's studio in Ubud, Bali, when volunteering
- Willing to volunteer for the duration of **28 September – 8 November 2020**

Job Description:

- Control the screen switch between speakers or to slide material via OBS
- Ensure that the pre-recorded sessions are recorded properly for subsequent upload to the Festival's website.
- Make sure the live-streaming sessions have a good flow.

Video Editor

Requirements:

- Experience in video editing, especially seminar video featuring one or more speakers



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- Experience in using Adobe Premiere or similar applications
- Willing to work with deadlines
- Willing to volunteer for the duration of **28 September – 8 November 2020**

Job Description:

- Edit the videos for pre-recorded sessions, duration around one hour
- Ensure that the videos have good quality and comply with the Festival's guidelines
- Adding subtitles to the pre-recorded video (subtitles provided by the translation team).

Area Placement

We ask for your area of interest in the registration form to know your preference, **but please understand that sometimes we have to place you in an area that is different to the one you requested.** Why? There are several reasons for this. Sometimes a volunteer area may not have enough volunteers, or you may not have the right skills and background required for your chosen area. We hope you can understand and cooperate if you are not placed in your chosen volunteer area.

Change of Area

There may be instances where we need to change your work area due to a change in program, or because of a last minute volunteer cancellation.

Roster (Work Schedule)

Please understand that you need to be flexible with your roster. There will be cases where we have to change your work schedule due to many reasons, such as someone has withdrawn, program times have changed, etc. You can swap a shift with someone in your team, but it is crucial that you inform your Supervisor to ensure that all shifts are covered.

Certificate

You will receive your Certificate online maximum a week after the Festival.

Volunteers WhatsApp Group

When you are confirmed to be a Festival volunteer, we will invite you to join our KEMBALI20 Volunteers WhatsApp Group so you can start introducing yourself, ask questions, help new volunteers, share information and experience.

This is the first year we're holding a virtual Volunteer Program for the Festival, it will be a new and exciting experience that is different from the years before. Please remember to always be polite and positive with each other.



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Social Media

If you're not on shift and just enjoying the Festival, please help us to share KEMBALI20 with the world by using the official hashtag: #KEMBALI20

Orientation

All Volunteers and Supervisors **MUST** attend the Registration and Orientation Session for their specific work area. Sessions will be held on **27 October 2020** online.

If Volunteers cannot attend their Orientation Session, they cannot volunteer!

At the Orientation session, volunteers will:

- Register their attendance and confirm contact details
- Meet Festival Staff and hear an overview of the Festival
- Meet supervisors and other volunteers
- Receive specific role training
- Have the chance to ask any questions

PIC : Eka Septiarti

Supervisor : Directly to the Festival Team of each division

Thank you for being such great volunteers and we look forward to meeting you all!