

Open House London



Volunteering – Sat 16 & Sun 17 September 2017

Open City is calling for individuals who would like to offer their help as a volunteer for the Open House London event on Sat 16 & Sun 17 September 2017

What is Open House London?

Now in its 25th year, Open House London is the capital's largest architectural festival where more than 800 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 16 and Sunday 17 September 2017.

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. Approx 1000 volunteers are placed through us directly.

How much time do I have to commit?

One morning or afternoon on one day during the weekend.

Where would I be volunteering?

At one of the participating buildings or events that have requested extra volunteer support - this is usually around 25% of the programme. You will be able to go online in late August and self-select an available position.

Do I need to have a qualification?

There's no need to have a degree/professional experience in architecture/built environment, all you need is plenty of enthusiasm to help make the event a success. If you are an architecture or built environment professional, or student, you will also be able to share your expertise with the visitors, meet built environment professionals and supplement your training.

How do I fit in?

There are two different volunteer roles – Steward or Guide. You will select which role would suit you, depending on your interest/knowledge in architecture and the built environment, and how comfortable you feel in that role.

- **Stewards** - Help to organise 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.
- **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.

An initiative by

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City**
Opening eyes,
minds and doors

openhouselondon.org.uk

What's in it for me?

Many volunteers have told us that they found volunteering to be rewarding - offering them 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:

- Volunteer 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.
- Complimentary copy of the Guide - The Open House London 2015 Guide (normal price £7.99) 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 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 - Register as a volunteer online at:
[**bit.ly/ohvolunteer**](http://bit.ly/ohvolunteer)
- June/July - We will contact you so that you can register your availability for the event. Once your registration is complete and the online allocation system is live, we will activate your log-in and email it to you so you can self-select an available placement.
- 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.
- 16 & 17 September - Enjoy the event as a volunteer and the rest of the weekend with your priority badge!
- Evening of 17 September - Get together at the Closing Party and share your experiences at an Open House building over a glass of wine!