**Inviting Applications for KCC VOLUNTEERS’ PROGRAM**

Kolkata Centre for creativity invites application from art practicing enthusiasts and interested people for voluntary services in various art and cultural programs by Kolkata Centre For Creativity.

CATEGORIES:

* Administration/ Office work
* Documentation
* Exhibition
* Performing Arts Technical and back-stage
* Accessibility, Inclusivity and Community work
* Workshop/seminar/ Talk show management
* Festival, conferences and Seminar Management
* Guided Tours
* Visitors’ Experience

WORK PROFILE

* Selected volunteers shall be empaneled for a year in the respective category(ies) they apply for and will be recruited for minimum one to more days as per need for respective programs under the vertical.
* The maximum hours of work in a day will be 8 hours, but the timings will be flexible as per the requirement of the respective program.
* Creativity, problem-solving, team-work & communication, punctuality and time management, integrity, availability, responsibility and leadership quality are few key words to be considered as the quality of a volunteer’s qualification.
* Volunteers will be responsible to manage their worksheet during their work period.
* After a year of completion of the KCC Volunteers’ Program, a certificate will be issued, provided the volunteer qualifies, as per the performance evaluation procedure.
* A daily stipend as per the standard norm of the organisation will be provided to the volunteer for her/his/ theirs each day of voluntary work.

ADDITIONALLY, WE OFFER

* Compulsory participation in the capacity building session of “Volunteers’ Training Program” organized by KCC, throughout the year.
* Hands on application of the shared knowledge in KCC programs.
* Networking Opportunities.
* Access to KCC programs through registration on free of cost basis for selected programs for the year engagement. (\*Terms and Conditions applied)

ELIGIBILITY CRITERIA

* For Administration and Office work, Visitors’ Experience.

+2, Graduate or post graduate of any stream with good communication skill, knowledge of excel and MS office.

* Documentation and archiving  
  +2, Graduate or post graduate of Arts stream with basic knowledge / interest in photography/ videography, editing, research/ report and content writing
* Exhibition / Guided Tours  
  BVA, MVA or self-taught artists, art enthusiasts interested in exhibition planning, art work handling, art theory and art history
* Performing Arts Technical and back-stage / Workshop, Seminar, Talk show management  
  Performing artists/ enthusiasts with basic knowledge or interest in back-stage, technical management, stage management and artists’ handling
* Accessibility, Inclusivity and Community work  
  BA, BSc, B.Com, BSW, MSW students and enthusiasts with interest in community, field work and travelling along with a practicing ‘inclusive behavior’ and awareness
* Festival Management  
  All candidates of the above categories are eligible to apply for this vertical.

HOW TO APPLY:

Volunteers can apply anytime during the year by submitting the following documents.

* A thoroughly filled up application form
* A cover letter
* Resume

SELECTION AND RECRUITMENT PROCESS:

* The candidates will be shortlisted as per the merit of their submission documents.
* Shortlisted candidates will be interviewed by Supervisors of the applied verticals and evaluated in the following qualities.

1. Interest and enthusiasm (20%)
2. Ability to creative solution (20%)
3. Availability (20%)
4. Sensitivity (20%)
5. Communication Skill and listening ability (20%)

* Selected candidates will be empaneled for a period of a year to volunteer in the respective programs for their applied verticals as per recruitment as per the need.