**Data Entry**

This opportunity is only available to those volunteers who completed the Monitoring & Evaluation Training on 11th February.

Volunteers will be required to input contact details from paper records into an online survey template.

Volunteers should be familiar with using the Internet and comfortable working in an office environment.

Volunteers are required to wear their uniform and accreditation for this opportunity.

**Monitoring and Evaluation**

This opportunity is only available to those volunteers who completed the Monitoring & Evaluation Fieldwork training on 3rd June.

Volunteers will be required to conduct telephone interviews. These will be done with the aid of a script.

You may also be required to input data from surveys into an online survey template.

Volunteers should be familiar with using the Internet and comfortable working in an office environment.

Am member of staff will be on hand to brief you at the beginning of your shift and to give you any extra details.

Volunteers are required to wear their uniform and accreditation for this opportunity.

**Humber Street Gallery – Audience Data Collection**

Humber Street Gallery is a new contemporary art space nestled in the heart of the city’s Fruit Market cultural quarter. Housed in a former fruit warehouse, the gallery aims the showcase the best in contemporary visual arts from the shocking to sublime. The gallery seeks to generate debate, push boundaries, encourage new ways of thinking and inspire with a packed programme designed to appeal to those who are familiar and not so familiar with arts.

Some of the exhibitions which have already taken place at Humber Street Gallery include COUM Transmissions, Sarah Lucas ReROOTed and Somewhere Becoming Sea. Upcoming events include WORM Festival, Paper City, States of Play and Hull, Portrait of a City.

For this opportunity volunteers are required to encourage and support gallery visitors in filling out surveys on tablets at the end of their visit.

Volunteers will be briefed on the current exhibition and provided with a guide on informing visitors about the purpose of the research and how their data will be used. There will also be training on how to use the tablets and time for volunteers to have a run through with them before each shift.

The tasks involved in this role can be carried out sat down or standing up. It should take no more than 5 minutes to complete each survey. Volunteers should aim to support a minimum of 10 gallery visitors per shift.

Volunteers are required to wear their uniform and accreditation for this opportunity.

**Artlink – Monitoring & Evaluation Support**

Artlink are delivering a yearlong programme of accessible exhibitions and events under the Square Peg programme, which is funded through Hull 2017.

In order to help Artlink understand how their programme of events is going, volunteers are required to assist with their Monitoring & Evaluation process.

For this opportunity volunteers will be required to attend an event at the gallery and engage with different visitors. Volunteers will also help by collecting surveys, helping fill out questionnaires through conversation with the gallery guests and hand out flyers outside the venue.

Shifts may be quiet at some points, so volunteers may wish to bring a book with them.

Volunteers are required to wear their uniform and accreditation for this opportunity.

**Terrace Enders – Audience Data Collection**

Hull Bullnose Heritage Group, The Goodwin Development Trust and Hull City Council are working together to produce two murals to commemorate and celebrate Hessle Road, the fishing Industry and the allied trades.

Hull landed more fish in the St.Andrews fish dock than any other port in the U.K. and at one point the world (a skipper told us that so it must be true!). The industry supported and employed over 10,000 men and women in the city and until recently this has gone unnoticed or been forgotten. The murals will be a lasting tribute to all men, women and their families who worked in all areas of the fishing trade.

The murals will be unveiled on 20 May at a number of locations on Hessle Road.

Volunteers will be required to collect contact details from audience members for the purpose of carrying out telephone interviews at a later date.

Volunteers do not need any prior training to carry out this task, but should be willing to engage with members of the public.

This is an outdoors role and volunteers should therefore wear appropriate clothing and footwear.

Volunteers will need to wear their uniform and accreditation for this opportunity.

**Monitoring & Evaluation training – Fieldwork**

This opportunity is open to all volunteers, including those who attended a previous Monitoring & Evaluation Training on 11February. This training will go into more depth regarding fieldwork techniques.

We are looking for 30 volunteers who would like to become involved with interviewing members of the public for Monitoring & Evaluation purposes. This may include tasks such as those below:

* Collecting contact details for the purpose of carrying out telephone or online surveys at a later date
* Carrying out telephone surveys with members of the public using pre-collected contact details
* Carrying out field surveys during events/exhibitions etc – anything from a one question poll to a longer questionnaire

The aim of the training is to introduce volunteers to the fieldwork techniques we are using for Hull 2017 monitoring and evaluation and to build confidence in approaching and speaking to members of the public.

The format of the session will be as follows:

* Hull 2017 Monitoring and Evaluation: What we want to know and why
* Introduction to fieldwork techniques
* Putting these techniques into practice
* Debrief on practice

The training session will be carried out both indoors and outdoors so volunteers should wear appropriate clothing.

Volunteers will need to wear their uniform and accreditation for this training, as you will be coming into contact with members of the public.

VOLUNTEER SURVEY EMAIL FOR SURVEYMONKEY

Hello!

We would like to take this opportunity to thank you for taking part in 7 Alleys as a member of the Community Cast.

We're keen to hear feedback on your experience, so have put together a survey that will take around 10 minutes to complete.

To access the survey, please click through using the link below 'Begin Survey'.

Everything we ask is very important to inform us how we may need to develop our processes in the future, and make sure we can provide the best experience possible for volunteers.

The survey will close at noon on Friday 26 May. Don't miss out on the chance to have your say and let us know what you think so far...

If you have any questions, or issues with the survey please contact the Volunteering team email: volunteering@hull2017.co.uk.

All the best and see you soon!

Hull 2017's Volunteer Team

**Back to Ours audience survey template**

Hello!

We would like to take this opportunity to thank you for attending the Back To Ours Festival.

We're keen to hear feedback on your experience, so have put together a survey that will take around 15 minutes to complete.

To access the survey, please click through using the link below 'Begin Survey'.

Everything we ask is very important to inform us how we may need to develop our processes in the future, and make sure we can provide the best experience possible for our audiences.

The survey will close at noon on Wednesday 21 June. Don't miss out on the chance to have your say and let us know what you think.

If you have any questions or issues with the survey please contact the Box Office team email: boxoffice@hull2017.co.uk.