



FORMAT SFF FOUNDATION

17 A Yantra Str., fl. 1, ap. 2 | Sofia 1504 | Bulgaria |
tel.: +359 441 03 02 | +359 888 172 444 | www.inthepalace.com | mail@inthepalace.com

Volunteering IN THE PALACE

(info pack)

Project: long-term EVS;

Duration: 1 year (365 days + 2 traveling);

Dates: 01.09.2017 – 31.08.2018;

Place of project activities: Sofia (mainly), Varna, Balchik;

Participants: 6;

Partner countries: Portugal, Spain, Italy, Latvia;

Hosting organization: Format SFF Foundation, Sofia, Bulgaria.

Contacts: youth@inthepalace.com; +359 2 441 03 02;

Person in charge: Galina Tagamlitzka

I. HOSTING ORGANIZATION

Format SFF Foundation is a non-profit NGO, founded in 2003 with headquarters in Sofia, Bulgaria. Objects of the Foundation are encouraging and stimulation of young people's creative expression, as well as project development in order to promote contemporary culture.

Since its establishment, the organization has focused its activities on encouraging and promoting the work of Bulgarian and foreign artists as well as on organization of events that develop the audiovisual culture.

The main activity of the Foundation is organization and implementation of the annual IN THE PALACE International Short Film Festival and several parallel annual audiovisual training programmes.

The Foundation develops a number of other initiatives in youth culture sphere, audiovisual training and cultural cooperation, partnership and networking among young people.

Through its long and successful projects supported by the European Commission, Format SFF conducts a non-formal education, partnering in a wide network of established European organizations experienced in audiovisual training and youth creative expression.

II. PROJECT INFO & ACTIVITIES

The long-term volunteer program of Format SFF Foundation offers 6 young people from different countries the opportunity to get an inside touch of the organization and working process of cultural and youth organization and few international cultural events.

Volunteers are engaged in the daily office work in activities such as communication with participants, official guests, partner organizations, institutions, etc., processing film submissions and also tasks related to the promotion of events, getting familiar with their own atmosphere and venues, and tasks, developing creativity in the fields of audiovisual and music arts, journalism, design and photography. Leading goal is to quickly adapt to the environment and to form a specific attitude for the upcoming events. Analysis and assessment of personal qualities and interests is also important, since based on them will be done the distribution in teams.

In the phase of actual conduct of the events the tasks of the volunteers are related to specific details in organizing events. Young people are divided into teams, as many of them serve on a rotating basis in order to explore in more detail the organization and implementation of an international cultural event, and to acquire more knowledge and skills in the field of cultural and event management.

The aim of the project is to allow young people interested in culture and arts to participate in the organization and implementation of these events, while having access to all parallel programs.

During their long-term service volunteers will meet other volunteers under Erasmus+ program in Bulgaria participating in projects of partner to Format SFF Foundation organizations.

The volunteers will be actively included in all the Format SFF Foundation annual activities, related with organization and implementation of different cultural events such as IN THE PALACE International Short Film Festival and its parallel initiatives; audience development activities around the country; non-formal educational initiatives for youths; daily office work in accordance of the organization activities.

During their service long-term volunteers will be engaged in few main tasks:

- Active participation in the organization and implementation of IN THE PALACE International Short Film Festival and other international and youth projects. During this events the long-term volunteers will meet the volunteers of a partner to Format SFF Foundation organization in order to work together in the current activities related with the preparation of the events;
- Promotion of Format SFF Foundation activities and events with the purpose of audience development and education of future participants in the organization initiatives;
- Organizing and implementing Educational film ateliers for young people – using audiovisual arts as method of communication with local young people and initiating a dialog with them about the important issues in everyday life in friendly environment;
- Organizing and implementing Format SFF Foundation annual events and IN THE PALACE

- parallel and satellite initiatives;
- Long-term volunteers will be able to develop an individual project during their service (need to be approved by their supervisors).



Volunteers



Workshops, educational ateliers, role games, etc.



Project activity locations



III. ACCOMMODATION

Long-term volunteers will be accommodated in full equipped apartment in shared rooms with the other volunteers participating in the project. The apartment will be located in the city of Sofia in a walk distance of the working places and/or close to public transport stations and shops. There will be also a kitchen provided, so volunteers will be able to manage their feeding on their own and to prepare the meals on their personal demand.

During the implementation of activities in different locations around the country such as Balchik and Varna, volunteers will be accommodated in different type of places: dormitories, hostels, etc. that the organization already has experience by working with them in previous projects.

Participants in the project are responsible for keeping living and working area clean. During their participation in the project volunteers are responsible about the equipment in the living place. They need to act in a good manner and follow the generally accepted norm of behavior.

IV. POCKET MONEY & MONEY FOR FOOD

Volunteers will receive the amount of 70 euro for pocket money and 100 euro for food per month. The instalment will be paid within the first 10 days of the month.

Currency: 1 Euro = 1.955 lev (BGN).

V. WORKING DAYS AND VACATIONS

During the project volunteers will be working in full time working week + 1 hour lunch break per day.

Weekends are days off. In case of implementation of different activities in projects which are going during the weekend these days will be lately compensated.

Volunteers have 2 vacation days per month. They are able to use all the vacation days all at ones (need to be discussed and confirmed by supervisors first).

VI. TRAVEL EXPENSES

Travel costs can be reimbursed to the volunteers, based on real expenses: all receipts and invoices need to be provided. Eligible travel expenses are travels by plane, train and bus (project does not cover traveling by taxi). The amount of reimbursement is fixed by the program and depends on the distance from the partner organization country to the venue of project activities (Sofia) as given below:

Portugal	530 euro
-----------------	-----------------

Spain	360 euro
Italy	275 euro
Latvia	275 euro

VII. PARTICIPANTS PROFILE

- Interested in culture and arts;
- Easy adaptable;
- Social;
- Positive;
- Tolerant;
- Helpful;
- Teamwork;
- Active and initiative;
- Planning and organizing;
- Responsible;
- Ability to work under pressure;
- Ability to work under deadlines.