

CALL FOR VOLUNTEERS

Every Body in Motion — Performing Arts & Theatre Festival

Hanoi, 20–25 October 2026

The Every Body in Motion Festival is an initiative of the European Union National Institutes for Culture (EUNIC) in Vietnam, coordinated and produced by Goethe-Institut Vietnam and O'Kia Hà Nội.

The festival strives to be a bridge that transforms theatre and the performing arts into spaces of creation and enjoyment for the widest possible range of artists and audiences. Over the course of six days, disabled and non-disabled artists from Vietnam, Austria, Italy, Germany, the United Kingdom and other countries will together present the different possibilities of the stage when we place the spirit of diversity and inclusion at its centre.

The festival is looking for people who are eager to learn and work within an international arts environment, particularly within an inclusive cultural programme involving the participation of people with disabilities.

The programme is open to all applicants aged 18 and above, regardless of field of study or profession.

Applicants with Disabilities

The programme encourages and welcomes applicants with disabilities to apply for all volunteer positions.

If you require accessibility support during the application process or during your participation - please indicate this in your application form or contact us directly at DucMinh.Pham@goethe.de. We will work with you to find a suitable arrangement.

Venues

Festival activities take place at multiple locations in Hanoi, including:

- Goethe-Institut Hanoi (56–58 Nguyễn Thái Học)
- Chuông Vàng Theatre (72 Hàng Bạc)
- Vietnam National Academy of Theatre and Cinema

Additional venues may be added depending on the programme. Volunteers will be assigned to specific locations.



Volunteer Positions

The programme recruits volunteers for four working groups. Each group is responsible for a different aspect of the festival's preparation and operations. Please read the descriptions carefully to choose the position that best suits you.

1. Artist Liaison

Positions available: 4

The Artist Liaison team serves as the key point of contact, connecting and accompanying artists, guests and participating groups throughout the festival.

What you will do:

- Welcome and see off artists and guests according to assigned schedules.
- Help artists keep track of schedules, venues and relevant information.
- Provide interpretation and communication support within the scope of your abilities and assigned tasks.
- Connect artists with the organising team, production, logistics and other relevant contacts.
- Assist artists with transport and access to activity venues.
- Accompany artists during rehearsals, dress rehearsals and performances when assigned.
- Receive requests from artists and relay them promptly to the appropriate person in charge.

You are a good fit if you:

- Communicate well, are friendly and able to connect with a wide range of people.
- Are able to communicate in English. Applicants with additional Korean, German or French are preferred.
- Are calm, flexible and able to handle unexpected situations.
- Respect the personal space, needs and different communication styles of each artist.
- Are available to accompany artists at various times as scheduled.

Estimated time commitment: During the festival week, an average of 6–8 hours per day. You may need to participate from 12 October (training) and be flexible around the travel schedules of international artists.

2. Production

Positions available: 4

The Production team supports the preparation and operation of performances, rehearsals, technical runs and other programme activities.



What you will do:

- Prepare spaces and necessary conditions for rehearsals, dress rehearsals and performances.
- Prepare, organise, check and manage props.
- Assist with backstage operations and scene changes under the guidance of the supervisor.
- Support technicians and the production team within the scope of your assignment.
- Be on duty at the stage or activity areas according to your assigned schedule.
- Tidy, return and restore spaces after activities conclude.

You are a good fit if you:

- Are responsible, careful and proactive.
- Are comfortable with backstage work, operations and hands-on support at venues.
- Can coordinate quickly with team members under time pressure.
- Are willing to undergo training on stage safety and production procedures.
- Can participate from the rehearsal and dress rehearsal phase (before opening day).

Estimated time commitment: During the rehearsal and performance phase, an average of 6–10 hours per day. This group may need to work from morning to evening on days with dress rehearsals or scene changes.

3. Logistics

Positions available: 8

The Logistics team supports the preparation and coordination of logistical needs for artists, the working team, audiences and festival activities.

What you will do:

- Welcome and guide audiences at venues.
- Manage ticket checks, seating and audience flow.
- Distribute materials, information and necessary items.
- Prepare and distribute meals, drinks and other logistical needs.
- Assist with transport and arrangement of equipment and supplies.
- Maintain working areas, rest areas and activity zones.
- Coordinate with the Artist Liaison and Production teams as needed.

Please note: Some positions within the Logistics team will be assigned to support the accessibility needs of artists and participants with disabilities during rehearsals and performances. Volunteers will receive specific guidance before carrying out these tasks.

You are a good fit if you:

- Are friendly, patient and supportive.



- Communicate clearly, politely and are comfortable interacting with diverse audiences.
- Can work in shifts and are flexible with time.
- Respect the needs and preferred forms of support as communicated by participants themselves.

Estimated time commitment: During the festival week, an average of 4–6 hours per day, working in shifts. More flexible than other groups.

4. Communications & Media

Positions available: 2–3

The Communications & Media team supports documentation, content production and the dissemination of information about festival activities, following the organising team's communications plan.

What you will do:

- Photograph and film festival activities.
- Write articles and produce communications content.
- Prepare and publish content on communications channels as approved.
- Assist with livestreaming when assigned.
- Interview and document information from artists, guests and participants.
- Collect and organise materials for communications and post-festival reporting.

You are a good fit if you:

- Have an eye for observation and storytelling through images or words.
- Are interested in photography, filmmaking, writing, social media, livestreaming or interviews.
- Familiarity with basic media equipment or tools is an advantage.
- Are proactive, creative and able to work according to a content plan.
- Respect the privacy, image rights and context of artists and participants.
- Are available to join early to support content development and the communications campaign.

Estimated time commitment: An average of 4–8 hours per day during the festival week. The Media team may be invited to participate earlier (from early October) to support the pre-festival communications campaign, and continue for 3–5 days after the festival to finalise post-production content.



General Principles

All volunteers of the Every Body in Motion Festival commit to:

- Participating in a spirit of voluntarism, responsibility and cooperation.
- Carrying out tasks within the agreed scope and timeframe.
- Proactively communicating with the supervisor when issues arise or when unable to fulfil an assigned task.
- Respecting the diversity, differences and experiences of artists, guests, participants and audiences.
- Cooperating with other team members in a spirit of mutual support and respect.
- Not making commitments, decisions or statements on behalf of the organising team beyond the authorised scope.
- Complying with all guidelines on organisation, operations and safety during participation.

What You Will Gain

Hands-on experience in an international arts project. You will be directly involved in the preparation and operation of a festival featuring artists from Vietnam and abroad — from rehearsals and dress rehearsals through to performances.

Training and learning. Each volunteer group will receive function-specific training before starting work: communication and artist support (Artist Liaison), backstage procedures and stage safety (Production), event operations and audience reception (Logistics), photography, filmmaking, content writing and social media (Media).

Connections with artists and arts professionals. You will have the opportunity to meet and work alongside artists, directors, choreographers, producers, curators and members of the creative team — expanding your network in the arts, culture and events sectors.

Experience in an inclusive arts environment. You will work in an environment that encourages diversity and respects differences in body, ability, language, culture and communication — while contributing to building a more open, welcoming and accessible arts space.

Certification and support. Volunteers will receive a Certificate of Participation from the Goethe-Institut, the British Council and European Embassies in Vietnam upon completion of their tasks. The programme provides transport cost support for volunteers who participate and work during the festival week (20–25 October 2026), subject to the role and level of commitment.



Timeline

Period	Activity	Notes
17/09 – 26/09	Applications open	All 4 groups: Artist Liaison, Production, Logistics, Media. Deadline: 23:59 on 26 September 2026.
27/09 – 03/10	Selection and notification	Selected applicants will receive a confirmation email and next steps.
04/10 – 14/10	Confirmation and training	Schedule confirmation, preliminary assignments. Group-specific training.
17/10 20/10	General briefing and shift assignment	All volunteers: overview plan, contact points, duty roster and specific tasks.
– 25/10	Festival week	Volunteers carry out assigned tasks at programme venues.

How to Apply

Step 1: Complete the online application form at the link below (before 23:59 on 26 September 2026).

Step 2: The organising team will contact selected applicants during the week of 27 September – 3 October.

Step 3: Confirm your participation and receive training information.

 **Application form:** <https://forms.cloud.microsoft/e/hCWChdjpSz>

 **Contact:** DucMinh.Pham@goethe.de

Application deadline: 23:59, 26 September 2026.

Data Privacy

Your personal information will only be used for the purposes of volunteer selection and coordination within the framework of the festival, and will not be shared with any third party outside the organising team.

