

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Admin Runner
Department:	Admin & Sales
Positions Available:	4
Position Description:	Support the General Manager and Festival team in a variety of daily tasks working across UPLIT office and multiple festival spaces. Admin Runners will be required to perform general and varied runner duties and to assist with fielding phone calls in the UPLIT office.
Experience Required:	Retail sales and administration experience highly desirable. A cheerful, confident and can-do attitude.
Responsible to:	General Manager
Start Date:	6 September 2017
Finish Date:	10 September 2017
Daily Hours/Shifts:	Volunteers will be required to work one of two daily 5-hour shifts, commencing either early morning or early-afternoon. Variations of this shift pattern will be negotiated on a case-by-case basis.
Required post-festival:	No