

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

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| Job Title: | Artist Services Assistant |
| Department: | Artist Services |
| Positions Available: | 8 |
| Position Description: | Support the Program Manager to register artists, distribute lanyards and artist packs, and process complimentary tickets requests. Provide information and enquiry services, brief artists on festival layout, and communicate any additional information as required. Assist with the Adopt-an-Artist program by arranging and photo-documenting a special signing. Assist the Program Manager with any tasks and administrative duties during the festival as required. |
| Experience Required: | Strong organisational and people skills. Knowledge of Brisbane, particularly the South Brisbane and West End areas. Arts administration, tourism or hospitality experience desirable. Prior knowledge or experience of the Brisbane Writers Festival. Proficient experience with the Microsoft Office Suite. Excellent written and verbal communication. Ability to respond to enquiries and issues that arise in a calm and efficient manner. Ability to show a sense of initiative and self-management whilst working within a team environment. All candidates will be expected to have a good level of English and develop a strong understanding of the BWF program, the artists, and the festival venues. |
| Responsible to: | Adult Program Coordinator |
| Start Date: | 6-Sep |
| Finish Date: | 10-Sep |
| Daily Hours/Shifts: | Volunteers will be required to work one of two daily 5-hour shifts, commencing either early morning or mid-afternoon, for a maximum of 20 hours over the festival. |
| Required post-festival: | No |