

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

<b>Job Title:</b>	<b>Book Signing Team</b>
<b>Department:</b>	Engagement and Content
<b>Positions Available:</b>	16
<b>Position Description:</b>	Assist Team leader to set up 'Book Signing' desk each day and ensure correct seating numbers & arrangements for authors; help with author change-over's and placement of place-names to ensure correct author names are in place & clearly visible for each signing; managing signing queues; liaising with patrons and managing book signing notes (names & particular signing requests) as necessary; assist with packing up of book signing desk daily.
<b>Experience Required:</b>	Flexibility, well organised, people facing skills, previous work or volunteer experience with BWF and/or other festivals/events.
<b>Responsible to:</b>	Program Coordinator
<b>Start Date:</b>	6-Sep
<b>Finish Date:</b>	10-Sep
<b>Daily Hours/Shifts:</b>	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.
<b>Required post-festival:</b>	No

**Please note, positions also exist for a Team Leader in this area, over page.**

BWF will select Team Leaders based on applications. Please flag your interest in being considered for a Team Leader role on your application.

UP LIT | Brisbane  
— Writers  
Festival

<b>Job Title:</b>	<b>Book Signing Team Leader</b>
<b>Department:</b>	Program
<b>Positions Available:</b>	2
<b>Position Description:</b>	Set up 'Book Signing' desk each day; liaise with programming team for daily signing lists (authors, events, times); ensure correct seating numbers & arrangements for authors; supervise author change-over's and placement of place-names to ensure correct author names are in place & clearly visible for each signing; managing signing queues; assisting publicists; liaising with patrons and managing book signing notes (names & particular signing requests) as necessary; packing up of book signing desk daily.
<b>Experience Required:</b>	Flexibility, well organised, people facing skills, previous work or volunteer experience as a supervisor or manager with BWF and/or other festivals/events. Dedication to work until the job is done. Ability to provide solutions in a calm and efficient manner.
<b>Responsible to:</b>	Program Manager
<b>Start Date:</b>	6-Sep
<b>Finish Date:</b>	10-Sep
<b>Daily Hours/Shifts:</b>	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.
<b>Required post-festival:</b>	No