

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Development Sponsor Assistant
Department:	Development
Positions Available:	6
Position Description:	Assists the Development Team with coordinating and documenting sponsorship engagement: ensure sponsorship Powerpoint displays are correct in all venues for each session by liaising with tech and venue managers etc, and taking engaging photographs of sponsor content or special guests in action to share via social media (under the supervision of Development Team)
Experience Required:	Eye for detail, efficient, ability to self-manage, administrative experience, experience with Powerpoint displays. Confidence with taking basic photographs and sharing on social media.
Responsible to:	Development Manager
Start Date:	6 September
Finish Date:	10 September
Daily Hours/Shifts:	Volunteers will be required to work daily 5-hour shifts commencing early morning or mid-afternoon. Additional evening work or split shifts may be required and will be negotiated closer to the festival.
Required pre/post-festival:	Required for a shift before festival to help organise powerpoint USBs etc.