

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Executive PA
Department:	Engagement and Content
Positions Available:	2
Position Description:	This position will involve providing high level secretarial and operational support to the Festival Director. Duties will include coordinating meetings, diary and minutes management, filing, making coffees/tea and buying food.
Experience Required:	The successful candidates will be well presented, engaging and friendly with prior experience in a similar role. A high level of time and people management skills will be required. Open QLD drivers license preferable.
Responsible to:	Festival Director
Start Date:	6- Sept
Finish Date:	10 -Sep
Daily Hours/Shifts:	Volunteers will be required to work one of two daily 6-hour shifts, commencing either early morning or mid-afternoon. Some evening shifts may be required.
Required post-festival:	1 day may be required.