

BWF 6-10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Front of House Supervisor
Department:	Front of House (FOH)
Positions Available:	20
Position Description:	<p>FOH Supervisors ensure that patrons safely enter and exit an organised and tidy venue in a timely fashion by:</p> <ul style="list-style-type: none"> - Managing Ushers to deliver crowd control, ticket collection, and responding to enquiries from festival patrons. - Liaising with Stage & Venue Coordinators to oversee the smooth operation of assigned venues and prepare the requirements for each session. - Liaising with SLQ staff to assist in the smooth running of festival events alongside regular library activities
Experience Required:	<p>Strong organisation and communication skills required.</p> <p>All volunteers in this role will be required to have a good understanding of the Festival program, including the participating writers profiles, the venues and the site layout.</p> <p>Previous experience working in a similar role at BWF or other festivals/events/venues preferred.</p>
Responsible to:	Volunteer Coordinator
Start Date:	6 September
Finish Date:	10 September
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. Some evening shifts or offsite shifts may be required.
Required post-festival:	No