

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Greenroom Attendant
Department:	Artist Services
Positions Available:	30
Position Description:	Oversee the smooth operations of the Greenroom across 3 main areas of responsibility: <ul style="list-style-type: none"> - Ensure all artists are accounted for before their sessions and that all artist schedules are adhered to. - Keep the Greenroom areas in an orderly state and ensure all provisions are adequately stocked. - Escort artists between the greenroom and their sessions, book signings and any other engagements.
Experience Required:	All greenroom staff will be required to have a cheerful, can-do attitude and a solid understanding of the Festival program, including the participating writers profiles, the venues and the site layout. Previous experience working in this role at BWF or other festival preferred. 2 references will be required for this role.
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

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.

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Job Title:	Greenroom Team Leader
Department:	Programming
Positions Available:	2
Position Description:	Support the Program Coordinator to oversee the smooth operation of the Greenroom. This person will act as the main point of contact between the festival programmers, artist services, the artists and the volunteers. Supervision of greenroom and catering assistants and their shift changeovers. Responding to any enquiries from artists and other duties as directed managers.
Experience Required:	Strong organisational and people skills. Knowledge of Brisbane, particularly the South Brisbane and West End areas. Arts administration, event/venue management, tourism and 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 participants and the festival venues.
Responsible to:	Program Manager
Start Date:	5-Sep 2015
Finish Date:	10-Sep 2015
Daily Hours/Shifts:	All leadership positions generally require leaders who are comfortable with working full time hours over the festival season. Some minimal pre and post-festival administration work may be required. Volunteer support, rostering and training are the central responsibilities of these leadership roles, as well as ensuring that your area of the festival is running smoothly and problems that might arise are dealt with in a calm and efficient manner. Definitive hours and breaks will be negotiable with Volunteers Coordinator and Festival Staff closer to the festival.
Required post-festival:	No