

BWF VOLUNTEER POSITION DESCRIPTION

Job Title:	Marketing Assistant
Department:	Marketing
Positions Available:	2
Position Description:	BWF is seeking to recruit and train a small team to assist the Marketing Manager in briefing and coordinating marketing volunteers across the Festival. Marketing Assistants will liaise with the Marketing Manager to receive updated sales and marketing information, and to design responses to brief marketing volunteers (including social media, photography, and info booth volunteers).
Experience Required:	Marketing or retail experience required. A cheerful, confident and can-do attitude, with the ability to work well in a fast-paced environment. Previous experience in a BWF marketing volunteer role highly desirable. 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 and partners.
Responsible to:	Marketing Manager
Start Date:	5 Sep
Finish Date:	10 Sep
Daily Hours/Shifts:	A 4-hour morning and an afternoon shift available across each day of the Festival, with a day's training and preparation required the day before the Festival.
Required post-festival:	A day's training and preparation required the day before the Festival.