

BWF VOLUNTEER POSITION DESCRIPTION

Job Title:	Marketing & Admin Assistant
Department:	Marketing: Sales & Patron Services
Positions Available:	10
Position Description:	BWF Marketing & Admin Volunteers will be based in the Festival office in 12 Merivale Street, South Brisbane. Duties will include answering telephone inquiries, making online sales, and assisting with admin/marketing tasks as requested.
Experience Required:	<p>You will need to have excellent communication and organisation skills, and be competent in answering phones and operating a computer. 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.</p> <p>Customer service, retail sales, and/or administration experience highly desirable.</p> <p>Training in the Festival's online ticketing system and office procedures will be provided.</p>
Responsible to:	Marketing Manager
Start Date:	31 July
Finish Date:	4 September 2016
Daily Hours/Shifts:	3-hour shifts Monday-Friday are available mornings or afternoons.
Required pre-festival:	Yes. 31 July – 4 Sept 2017