

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

<b>Job Title:</b>	<b>Special Events Assistant</b>
<b>Department:</b>	Development
<b>Positions Available:</b>	6
<b>Position Description:</b>	Assists the Development Team to activate special events, including: setting up event area, welcoming patrons and managing guest lists, ushering and catering duties.
<b>Experience Required:</b>	Excellent communication skills, eye for detail, efficient, ability to self-manage. Hospitality experience desirable. Confident and outgoing, with a sound understanding of BWF's program and objectives.
<b>Responsible to:</b>	Development Manager
<b>Start Date:</b>	6 September
<b>Finish Date:</b>	10 September
<b>Daily Hours/Shifts:</b>	Volunteers will be required to work daily 5-hour shifts (approximately), commencing early morning or mid-afternoon, for a maximum of 20 hours over the festival. Additional evening work or split shifts may be required and will be negotiated closer to the festival.
<b>Required post-festival:</b>	No