

BWF Wednesday 6 – Sunday 10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Stage & Venue Coordinator
Department:	Production Department
Positions Available:	20
Position Description:	The Stage & Venue Coordinator oversees the smooth operations of an assigned venue. Duties include communications between festival staff, participants/presenters, technical teams, FOH and other volunteers. Preparing the stages and venue for each session, opening and closing the venue, and liaising with FOH. Other duties as directed by Volunteers Coordinator, Head of Production and other Festival staff.
Experience Required:	Previous experience working in an event or festival production environment. Ability to respond to a variety of requests and keep a cool head under pressure. Experience working with 2way-radio's and computers desirable. 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. Good people & communication skills are required as this position is a hands-on, front line service.
Responsible to:	Head of Production
Start Date:	6-Sep
Finish Date:	10-Sep
Daily Hours/Shifts:	Volunteers will be required to work 5-hour shifts, commencing either early morning mid-afternoon, for a maximum of 20 hours over the festival. Some evening shifts will be required. Availability for all-day shifts preferred.
Required post-festival:	No