

BWF 6-10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Usher
Department:	Front Of House
Positions Available:	50
Position Description:	Assists with crowd control of audiences and queues in and around festival venues, scans tickets, monitors venue capacity and seating, ensures people are seated in a timely fashion, distribute collateral/surveys before and after sessions, maintain venue and ensure it is kept tidy, manages Q&A microphones as directed by the Stage & Venue Coordinator. Assists to reset presentation spaces. Responds to patron enquiries and assist patrons when required. Please note, some shifts will be offsite or evening.
Experience Required:	All volunteers in this role will be required to have a solid understanding of the Festival program, including the participating writers' profiles, the venues and the site layout. Previous experience working in a similar role at BWF or other festivals/events/venues preferred.
Responsible to:	Volunteer Coordinator
Start Date:	6 September
Finish Date:	10 September
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