

Volunteer Information Sheet 2009

Personal Details

Title: Given Name: Date of Birth

Family Name: Gender

Address:

Phone:

Mobile:

Email:

Do you have a Blue/Police Card? Yes No Number
Expiry Date

Referee Contact Details

1.

2.

3.

Emergency Contact Details

Name:

Relationship to Volunteer:

Phone Number:

Areas of Interest

Please indicate below your preferred role within the Festival by ticking the boxes. There are no guarantees, but we will try to schedule you into your preferred role.

- Venue Manager
- Usher
- Green Room Manager
- Production Assistant
- Information Booth Attendants
- Office / IT Assistant in the office
- Book Signing Assistant
- Artist Liaison
- Corporate Development

Qualifications, Skills and Experience

Detail your qualifications and any other relevant study or training courses you have completed. If necessary also attach a copy of a current CV for further information.

Please list any skills and/or experience that you have in the following areas and provide examples:

Computer Skills, eg. Filemaker Pro, Web design, Excel, Microsoft Word

Sound and Stage Production

Customer Service

Marketing/Promotions Skills

Event Management Skills

Administration and Telephone Support

Availability

Availability prior to the festival

Yes No

Are you available for work in the office prior to the festival? For example, this might include, administrative tasks such as, answering phones, preparing postage, data entry, or project related work.

Please specify which days and times you are currently available:

Morning:
(9:30-12:00)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Afternoon:
(1:00- 4:00)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Availability during the festival

Volunteers will be rostered according to availability and role. We will be confirming these details with you at a later date.

General

Have you volunteered for the Writers Festival before? If yes, which years:

Please give an outline of your reasons for volunteering, so we can match you to roles you find most rewarding (for example, meet people, work experience or new skills, to contribute to the community, etc).

Languages spoken other than English:

How did you hear about the Brisbane Writers Festival Volunteer Positions?

Please return this completed form by **30 June 2009** to:

Brisbane Writers Festival

PO Box 3453

South Brisbane

Qld 4101

Or fax to (07) 3255 0362

For more information phone (07) 3255 0254. Thank you for your interest in the Brisbane Writers Festival. We will be in contact with you to discuss your involvement with the Festival. Thank You