

## **Artist Liaison**

**Responsible to:** Volunteers Co-ordinator / Program Manager

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### **Tasks:**

- Help put Artist schedules together, for example, researching flight times.
- Assist with procuring items for the Artist's bags.
- Be onsite at information booth to assist.
- Distribute lanyards and Artist's bags.
- Respond to enquiries from participants.
- Direct Artists to Green Room.
- Be familiar with authors/guests – images and read biographies from website

### **Times and days the job is available:**

- Pre-festival: July - September
- Various hours during the Festival: 1 September – 5 September 2010

### **Skills/qualifications required for this job:**

- Punctual and reliable.
- Easily contacted – pager or mobile phone.
- Good oral communication skills and pleasant manner.
- Ability to respond independently and promptly to enquiries and issues that arise.
- Ability to work within a team environment.
- (Commission for Children and Young People and Child Guardian) Blue Card **OR** Police Card **OR** 100 points of ID.
- 2 referees

### **Characteristics required of volunteer:**

- Enthusiastic
- Confident
- Patient
- Team player
- Enjoys interacting with the public

### **Skills/benefits to be gained by doing this job:**

- Networking in arts industry.
- May be required to assisting one-on-one with artists.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt

### **Job training:**

- BWF induction and training is mandatory.