

Book Signing Assistant

Responsible to: Volunteers Co-ordinator

Tasks:

- Co-ordinate members of the public who are waiting to have books signed.
- Ensure the writers are comfortable- water, pens and chairs available
- Prepare tables
- Monitor the signing queues.
- Erect authors signs on the tables – ensure spelling accurate
- Respond to enquiries from both writers and public.
- Other duties as directed by Festival staff.

Times and days the job is available:

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

Skills/qualifications required for this job:

- Good oral communication skills.
- Ability to respond independently and promptly to enquiries.
- Team player.
- (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:

- Confident
- Patient
- Team player
- Willing to be adaptable if reassigned to another task
- Proactive
- Problem solver
- Good listener

Skills/benefits to be gained by doing this job:

- Networking in arts industry.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt

Job training:

- BWF induction and training is mandatory.

Additional Notes:

Book Signing Attendants may be asked to help conduct surveys to gather accurate market information during the Festival period in September.