

Development Assistant

Responsible to: Development Manager

Tasks:

- Maintain and update partnership schedule.
- Acquire a sound knowledge of the Festival program, writers, and venues.
- Assist with contacting sponsors to confirm availability of materials and co-ordinate delivery of materials and banners.
- Co-ordinate with Venue Managers in the distribution of sponsor materials and the installation of banners.
- Co-ordinate with Information Booth Attendants regarding supply of sponsor materials.
- Assist with arranging for the return/pick up of banners.
- Assist with administrative tasks, for example, record keeping and inventory of the materials and banners.
- Respond to enquiries from the public and Festival guests.
- Other duties as directed by the Development Manager.

Times and days the job is available:

- Pre-Festival: mid July – 30 September, one to two days per week, hours are flexible
- Various hours during the Festival: 1 September – 5 September 2010

Skills/qualifications required for this job:

- Good oral and written communication skills.
- Strong organisational and interpersonal skills, including good administration and record keeping skills.
- Experience in marketing would be desirable.
- Ability to respond independently and promptly to enquiries and issues that arise.
- Basic knowledge of Microsoft Word and Excel.
- Ability to coordinate multiple tasks, prioritise time, and work within deadlines.
- Ability to adapt to working individually and within a team environment.
- Physically fit and able to manage banners and promotional materials.
- (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:

- Proactive
- Enthusiastic
- Team player
- Organised
- Flexible
- Accurate

Skills/benefits to be gained by doing this job:

- Networking in arts industry.
- Knowledge of the administration and organisation of an international event.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt.

Job training:

- BWF induction and training is mandatory.