

Green Room Assistant

Responsible to: Green Room Manager / Assistant Green Room Manager

Tasks:

- Assist the Green Room Manager in maintaining a tidy Green Room area and ensure the writers are comfortable.
- Respond to enquiries from the public and Festival guests.
- Acquire a sound knowledge of the Festival program, participating writers, and venues.
- Other duties as directed by the Green Room Manager, Technical Manager, and 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 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.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt.

Job training:

- BWF induction and training is mandatory.