

Green Room Manager

Responsible to: Volunteers Co-ordinator / Assistant Volunteers Co-ordinator

Tasks:

- Oversee the smooth operation of the Green Room.
- Greet writers and escort them into the Green Room.
- Monitor the writers and ensure that all writers expected in the Green Room have been accounted for.
- Supervise the Assistant Green Room Manager and Green Room Assistants.
- Make sure all writers leave in time for their sessions and are escorted by the appropriate usher.
- Acquire a sound knowledge of the Festival program, participating writers, and venues.
- Other duties as directed by the Production Manager and Festival staff.
- Keep the Green Room clean, tidy, and stocked with provisions – tea/coffee, cold water, juice, food etc.

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.
- Good liaison and interpersonal skills.
- Ability to work in high pressure situations.
- Ability to respond independently and promptly to enquiries and issues that arise.
- Ability to work within a team environment.
- Ability to delegate tasks.
- (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
- Responsible
- Confident
- Patient
- Team player

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.