

Production Assistant

Responsible to: Technical Manager / Venue Stage Manager / Volunteers Co-ordinator

Tasks:

- Coordinate with technical crew, including venue/stage managers.
- Assist venue technical crew as required.
- Ensure that the production schedule is adhered to.
- Assist with the preparation of technical requirements for each venue.
- Ensure that safety requirements are adhered to in the venue.
- Assist presenters/participants to ensure timely program delivery.
- Other duties as directed by Technical Manager and Volunteers Co-ordinator.

Times and days the job is available:

- Various hours, 23 August – 7 September 2010

Skills/qualifications required for this job:

- Some knowledge of industry practice for production.
- Training and basic experience in production is preferred. Previous or current study in Production/Events Management would be an advantage.
- Ability to respond independently and promptly to issues that arise.
- Good oral communication skills.
- 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:

- Patient
- Confident
- Team player

Skills/benefits to be gained by doing this job:

- Opportunity to use technical skills in a live event.
- Networking in arts industry
- Opportunity to gain Production experience with a large scale arts festival.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt

Job training:

- BWF induction and training is mandatory