

## **Usher**

**Responsible to:** Volunteer Co-ordinator / Assistant Volunteer Co-ordinator/Front of House

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### **Tasks:**

- Escort writers from the Green Room to the appropriate venue
- Escort writers to the book signing table
- Distribute and collect Festival surveys
- Maintain a tidy venue and ensure the writers are comfortable
- Respond to enquiries from the general public and Festival guests
- Acquire a sound knowledge of the Festival program, participating writer, and venues
- Other duties as directed by the Venue Manager, Production Manager, and Festival staff

### **Times and days the job is available:**

- Various hours: 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 B
- (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
- Certificate of Participation
- T-shirt

### **Job training:**

- BWF induction and training is mandatory.

### **Additional notes:**

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