

## Venue Manager Assistant

**Responsible to:** Volunteers Co-ordinator / Technical Manager / Front of House

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### Tasks may include:

- Assist with the preparation of each venue
- Oversee the smooth operation of your assigned venue.
- Manage all collateral – set up, distribute and clear for each session
- Assist venue technical crew if required.
- Assist presenters/participants to ensure timely program delivery.
- Manage ushers.
- Ensure staff levels appropriate.
- Ensure accurate head counts are taken and recorded for each session.
- Complete a session report with comments.
- Return all statistical information to the Volunteers Green Room
- 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 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 people management skills.
- Good oral communication skills.
- Good organisational skills.
- Ability to provide leadership.
- 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.
- Experience/training in venue/event management preferred.
- (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
- Certificate of Participation
- Access to events when not on duty (subject to availability)
- T-shirt

### Job training:

- BWF induction and training is mandatory.