

Volunteers' Green Room Manager

Responsible to: Volunteers Co-ordinator

Tasks:

- Oversee the smooth operation of the Volunteers' Green Room.
- Ensure that all volunteers sign in and sign out at the start and end of shifts.
- Assist with distribution of t-shirts, lanyards etc
- Update white board with QTIX information – venue tix availability; changes to program.
- Assist briefing volunteers commencing on the second and third shifts
- Co-ordinate the distribution of radio headsets to Venue Manager Assistants and ensure that the radio headsets have been signed out correctly.
- Provide back-up to Venue Managers to ensure venues are staffed adequately.
- If required, provide assistance to the Development Team with the roll-out of necessary publicity material for sessions (seat drops, banners, etc).
- Keep the Volunteer Green Room clean and tidy and stocked with provisions – tea/coffee, cold water etc.
- Collect lunch vouchers and distribute lunches

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 people management 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.