

Word Play Assistant

Responsible to: Project Manager / Volunteers Co-ordinator

Tasks may include:

- Assist Project Manager in the delivery of *Word Play*.
- Acquire sound knowledge of *Word Play* writers and illustrators.
- Assist with administrative tasks.
- Respond to enquiries from the general public, BWF staff, and volunteers during festival period.
- Other duties under the direction of the Project Manager.

Times and days the job is available:

- Pre-festival: June- September
- Various hours during the Festival: 1 September – 5 September 2010

Skills/qualifications required for this job:

- Good oral and written communication skills
- Strong organisational skills
- Ability to work independently
- Ability to work in high pressure situations
- Ability to work in a team
- (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:

- Proactive
- Responsible
- Independent
- Patient
- Team player

Skills/benefits to be gained by doing this job:

- Networking in arts industry
- Knowledge of the administration and organisation of an international event
- Certificate of Participation
- T-shirt

Job training:

- BWF induction and training is mandatory.