

## **Artist Liaison, Mantra – South Bank**

**Responsible to:** Volunteers Co-ordinator / Program Manager

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### **Tasks:**

- Respond to enquiries from participants about the Brisbane Writers Festival, the program, the State Library of Queensland, etc.
- Offer assistance to the artist if requested vis-à-vis places to go, things to do and see, transport, etc.
- Act as initial point of contact for the artist should difficulties arise during their stay in Brisbane and know who to contact from the Brisbane Writers Festival team.
- Some writers will require additional advice from their liaison person about offsite sessions.
- Acquire a sound knowledge of the Festival program, participating writers, and venues.
- Maintain the Information Booth at Mantra, South Bank.
- Offer information to the passing General Public as required.

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

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

### **Skills/qualifications required for this job:**

- Knowledge about the entire program.
- Knowledge about the Brisbane Writers Festival as an organisation.
- Punctual and reliable.
- Easily contacted – pager or mobile phone.
- Good oral communication skills.
- Pleasant manner.
- Ability to respond independently and promptly to enquiries and issues that arise.
- Ability to work within a team environment.
- (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
- Responsible
- Team player
- Wide knowledge base of the Brisbane Writers Festival.

### **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.
- One-on-one time with artists.
- T-shirt

### **Job training:**

- BWF induction and training is mandatory.