

BRISBANE WRITERS FESTIVAL 2025 – VOLUNTEER ROLE DESCRIPTION

ARTIST LIAISON - GREENROOM

Department:	Programming
Position Description:	<p>Support the Greenroom manager to oversee the smooth operations of the Greenroom across 4 areas of responsibility;</p> <ul style="list-style-type: none"> - Ensure all artists are accounted for before their sessions and that all artist schedules are adhered to. - Keep the Greenroom in an orderly state and ensure all provisions are adequately stocked. - Chaperone artists to and from the Greenroom and venues in an efficient manner - Assist with any tasks and administrative duties during the festival as required by the Greenroom Manager
Experience Required:	<p>Strong people skills, friendly demeanour, and the ability to handle personal, sensitive and confidential information. A sense of discretion when handling artist information and enquiries. Excellent verbal communication. Ability to respond to enquiries and issues that arise in a calm and efficient manner. Ability to show a sense of initiative and self-management whilst working within a team environment. All candidates will be expected to have a good level of English and develop a strong understanding of the BWF program, the artists, and the festival venues.</p>
Report to:	Greenroom Manager
Daily Hours/Shifts:	Volunteers will be expected to work 15 hours across the festival period. There will be 3 shifts a day in this role.