



BWF 7-9 May 2021

VOLUNTEER POSITION DESCRIPTION

<b>Job Title:</b>	<b>Artist Services Assistant</b>
<b>Department:</b>	Artist Services
<b>Position Description:</b>	Oversee the smooth operations of the Greenroom across 3 main areas of responsibility: <ul style="list-style-type: none"><li>- Ensure all artists are accounted for before their sessions and that all artist schedules are adhered to.</li><li>- Keep the Greenroom areas in an orderly state and ensure all provisions are adequately stocked.</li><li>- Escort artists between the greenroom and their sessions, book signings and any other engagements.</li></ul>
<b>Experience Required:</b>	All greenroom staff will be required to have a cheerful, can-do attitude and a solid understanding of the Festival program, including the participating writers' profiles, the venues and the site layout. Previous experience working in this role at BWF or other festival preferred.
<b>Daily Hours/Shifts:</b>	Volunteers will be required to do half-day shifts, and are encouraged to do one shift on Saturday 8 and one shift on Sunday 9