



BWF 7-9 May 2021

VOLUNTEER POSITION DESCRIPTION

<b>Job Title:</b>	<b>Book Signing Team</b>
<b>Department:</b>	Volunteers
<b>Position Description:</b>	Help set up book signing desk each day and ensure correct seating numbers & arrangements for authors; help with author change-overs and placement of place-names to ensure correct author names are in place & clearly visible for each signing; managing signing queues; liaising with patrons and managing book signing notes (names & particular signing requests) as necessary; assist with packing up of book signing desk daily.
<b>Experience Required:</b>	Flexibility, well organised, people facing skills, previous work or volunteer experience with BWF and/or other festivals/events.
<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