



BWF 7-9 May 2021

VOLUNTEER POSITION DESCRIPTION

Job Title:	General Assistant
Department:	Volunteers
Position Description:	BWF requires a team of general assistants who are multi-talented, versatile and able to fill almost any position where there are shortages. Requires a motivated, adventurous, "Can do anything" attitude. A current first aid certificate and computer experience are all desirable. Positions may include working with our box office, info desk, artist services, venues and technical production teams.
Experience Required:	All-rounders with a variety of experience working with events. Ability to be flexible and help festival staff wherever needed. Proficient in computers and Microsoft Office packages. Cash handling, financial reconciliation and customer service experience desirable. People facing skills, well organised and friendly.
Daily Hours/Shifts:	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