



BWF 7-9 May 2021

VOLUNTEER POSITION DESCRIPTION

Job Title:	Stage & Venue Coordinator
Department:	Production
Position Description:	The Stage & Venue Coordinator oversees the smooth operations of an assigned venue. Duties include communications between festival staff, participants and presenters, technical teams, FOH and other volunteers. Preparing the stages and venue for each session, opening and closing the venue, and liaising with FOH. Other duties as directed by Volunteers Manager, Head of Production and other Festival staff.
Experience Required:	Previous experience working in an event or festival production environment. Ability to respond to a variety of requests and keep a cool head under pressure. Experience working with 2way-radios and computers desirable. All volunteers in this role will be required to have a good understanding of the Festival program, including the participating writers' profiles, the venues and the site layout. Good people & communication skills are required as this position is a hands-on, front line service.
Daily Hours/Shifts:	Volunteers will be required to half-day shifts, and are encouraged to do one shift on Saturday 8 and one shift on Sunday 9