



## BRISBANE WRITERS FESTIVAL 2025 – VOLUNTEER ROLE DESCRIPTION

### BOOK SIGNING – PARK MEZ & GRAFFITI ROOM

<b>Job Title:</b>	<b>Book Signing Attendant</b>
<b>Department:</b>	Programming
<b>Position Description:</b>	<p>Assist in setting up and change-over of each book signing session with correct signage of authors' names, and any equipment required (sharpies, post-it notes, etc.)</p> <p>This is a fun and challenging role that will keep you entertained and busy for the whole shift!</p> <p>Managing signing queues as the audience exit from the session and liaising with patrons and managing book signing notes (e.g. patron names for signing), assist with packing up of book signing desk daily.</p>
<b>Experience Required:</b>	Strong organizational skills, people-facing skills, previous work or volunteer experience with BWF and/or other festivals/events. Calm under pressure and good communication skills required.
<b>Reporting to:</b>	Production Manager, Volunteers Coordinator, BWF staff
<b>Daily Hours/Shifts:</b>	Volunteers will be expected to work 15 hours across the festival period. There will be 3 shifts a day in this role.