

## VOLUNTEER ROLE DESCRIPTION

<b>Job Title:</b>	<b>Book Signing Team</b>
<b>Department:</b>	Program
<b>Position Description:</b>	Assist Team leader to set up 'Book Signing' desk each day and ensure correct seating numbers & arrangements for authors; help with author change-over's 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.  A Team Leader is required for each shift who supervises the team.
<b>Responsible to:</b>	Program Team
<b>Daily Hours/Shifts:</b>	Volunteers will be required to half-day shifts, commencing morning or afternoon, with some evening work required. Variations of this shift pattern will be negotiated on a case-by-case basis.
<b>Required post-festival:</b>	No