

## VOLUNTEER ROLE DESCRIPTION

<b>Job Title:</b>	<b>Greenroom Attendant</b>
<b>Department:</b>	Program
<b>Position Description:</b>	<p>Oversee the smooth operations of the Greenroom across 3 main areas of responsibility:</p> <ul style="list-style-type: none"> <li>- Ensure all artists are accounted for before their sessions and that all artist schedules are adhered to.</li> <li>- Keep the Greenroom areas in an orderly state and ensure all provisions are adequately stocked.</li> <li>- Escort artists between the greenroom and their sessions, book signings and any other engagements.</li> </ul>
<b>Experience Required:</b>	<p>All greenroom staff will be required to have a cheerful, can-do attitude and a solid understanding of the Festival program, including the participating writers' profiles, the venues and the site layout. Previous experience working in this role at BWF or other festival preferred.</p> <p><b>A Team Leader will be needed for each shift to supervise the team, ensuring all tasks are completed.</b></p>
<b>Responsible to:</b>	Artist Services Manager
<b>Daily Hours/Shifts:</b>	Volunteers will be required for 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 pre-festival:</b>	Yes: a small team required on Monday 2 Sept to help set up
<b>Required post-festival:</b>	No