



BRISBANE WRITERS FESTIVAL 2025 – VOLUNTEER ROLE DESCRIPTION

PRE-FESTIVAL ADMINISTRATION

Job Title:	Pre Festival Administration
Position Description:	<p>Support the Festival team in a variety of administrative tasks pre-festival. This could include artist bag preparation, laminating and preparing lanyards, and any other tasks as required by BWF team.</p> <p>This role will commence a few weeks before the start of the festival in September.</p>
Experience Required:	Administration experience highly desirable. A cheerful, confident and can-do attitude.
Report to:	BWF Staff
Daily Hours/Shifts:	Volunteers will be expected to work 15 hours across the festival period.