



## VOLUNTEER ROLE DESCRIPTION

<b>Job Title:</b>	<b>Special Events Assistant</b>
<b>Department:</b>	Development
<b>Position Description:</b>	Assists the Development Team to activate special events, including: setting up event area, welcoming patrons and managing guest lists, ushering and catering duties.
<b>Experience Required:</b>	Excellent communication skills, eye for detail, efficient, ability to self-manage. Hospitality experience and current RSA certificate desirable. Confident and outgoing, with a sound understanding of BWF's program and objectives.
<b>Responsible to:</b>	Production Manager
<b>Daily Hours/Shifts:</b>	Volunteers will be required to work daily 5-hour shifts (approximately) during special events in the day or evening.
<b>Required post-festival:</b>	No