

BRISBANE WRITERS FESTIVAL 2025 – VOLUNTEER ROLE DESCRIPTION

STAGE MANAGER - VENUES

Job Title:	Stage Manager
Position Description:	<p>The Stage Manager will work together with Brisbane Powerhouse crew and BWF Artist Liaison to ensure that the artist/s arrive on time so that a session can start as scheduled.</p> <p>Being familiar with the day's schedule, and preparing the venue before and after each session is over. After greeting the artist/s chaperoned to the venue by the Artist Liaison, making sure the artist/s know how long their session is, and if they are doing a book signing after (then promptly sending them off as the session finishes). Preparing and cleaning water glasses and jugs as required pre and post sessions.</p>
Experience Required:	<p>Previous experience working in an event or festival production environment.</p> <p>Ability to respond to a variety of requests and keep a cool head under pressure. All volunteers in this role will be required to have a good understanding of the Festival program, including the venues and the site layout. Good people & communication skills are required.</p>
Communication with:	Production Manager, BWF Staff and BPH staff
Daily Hours/Shifts:	Availability for all-day shifts preferred. There are 3 shifts a day for this role otherwise. Volunteers are expected to work 15 hours across the festival period.