

## VOLUNTEER ROLE DESCRIPTION

<b>Job Title:</b>	<b>Stage &amp; Venue Coordinator</b>
<b>Department:</b>	Production Department
<b>Position Description:</b>	The Stage & Venue Coordinator will oversee the smooth operations of an assigned venue. Duties include communications between festival staff, participants/presenters, technical teams, FOH and other volunteers. Preparing the stages and venue for each session, opening and closing the venue, and liaising with FOH. Other duties as directed by Volunteers Manager, Head of Production and other Festival staff.
<b>Experience Required:</b>	Previous experience working in an event or festival production environment. Ability to respond to a variety of requests and keep a cool head under pressure. Experience working with 2 way-radios and computers desirable. All volunteers in this role will be required to have a good understanding of the Festival program, including the participating writers' profiles, the venues and the site layout. Good people & communication skills are required as this position is a hands-on, front-line service.
<b>Responsible to:</b>	Production Manager
<b>Daily Hours/Shifts:</b>	Volunteers will be required to half-day or full 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. Availability for all-day shifts preferred.
<b>Required post-festival:</b>	Yes: must attend a 2-hour Production training session prior to the Festival (Zoom or online).
<b>Required post-festival:</b>	No

