

Position Description: Green Room Usher

Byron Bay Writers Festival 2017

Venue set aside for writers and their publicists and there is strictly no public and no media access.

RESPONSIBILITIES:

- Host writers and authors and assist them where required
- Be fully familiar with program venue and sites
- If required, usher writers to marquees/venues
- Make sure writers are comfortable and have a quiet area to wait for their session
- Ensure a supply of refreshments and serve refreshments, if requested
- Keep room tidy