

Position Description: Information Tent

Byron Bay Writers Festival 2017

Volunteers assigned here need to be prepared to be deployed to various roles at the Festival site to cover absences.

RESPONSIBILITIES

- Be familiar with Program and Marquees
- Give information on any program changes
- Direct public to all marquees, venues and amenities
- Act as a point of contact for people with disabilities: be familiar with the wheelchair access to venues, toilets, dining areas, parking etc. and offer a map of the Festival site highlighting the above
- Display relevant materials (these will be provided)
- Keep the tent tidy
- Keep a register of lost property
- Keep a supply of useful objects i.e. blu-tack, scissors, sticky tape, sunscreen etc. (you will be provided with this)
- Direct any medical requirements to the St John's Tent and keep a record of any incidents sent to the St John's Tent as well. Also keep a record of any incidents requiring the medical support of St John's.