

Position Description: Main Gate Ticketing

Byron Bay Writers Festival 2017

RESPONSIBILITIES

The Main Gate Team scan ticket vouchers and exchange them for wristbands

- Assist Supervisor assigned to Main Gate
- Scan ticket of people entering and exchange for wristbands
- Check wristbands are for the correct date
- Identify and look after writers and individual session sponsors and give directions to relevant marquee
- Be familiar with the Festival site and provide information on the location of the marquees or direct to the information tent if more detailed session information is required
- Direct people to the box office if no ticket is presented or their ticket will not scan
- Assist the supervisor to manage guests into correct queues (ticket sales & ticket holders queue separately)
- Walk down the queue and ensure presenters and volunteers are not queueing