

Byron Writers Festival Master of Ceremonies Position Description

The MC is responsible for the **on-stage/back stage** requirements such as:

- Welcome and house-keeping announcements to audiences
- Familiarity with Emergency Procedures (you will be well briefed on these)
- Liaising with the production staff (“can you please turn on this mic?” kind of thing)
- Ensure sessions are kept to running sheets (time keeping)
- Ensure sponsor signage is in place for each session (liaise with sponsor signage assistant)
- Ensure speakers have water for each session
- Informing the session Chairperson if any speakers are running late for Session then messaging the Green Room Supervisor to locate them.
- Liaise with speakers, authors, and Chair of each session
- Assisting the Venue/Marquee Supervisor to manage the reserved sponsor seating in the marquee by making any necessary announcements.
- Liaise closely with the Venue/Marquee Supervisor to ensure the smooth running of the Marquee/Venue. This role differs to the Venue/Marquee Supervisor who is responsible for managing the Front of House requirements including the management of the volunteer ushers.
- Improvising and keeping things running despite a potential glitch (humour is a great asset here)
- Agree to attending a pre-Festival MC training/briefing session (Wednesday 19 July 6 to 730pm)