

Byron Writers Festival 2017

Position Description Bump In and Bump Out Site Team

Report To: Site Manager Mic Deacon and Gabby Le Brun Volunteer Co-ordinator

Other relationships: Ralph Moore Signage Supervisor and Coralie Tapper Event Co-ordinator

Bump IN

- Hessian Fencing
- Set-up chairs
- Pick-up gear from storage locations
- Put up Sponsors signs
- Put-up Programmes at venues on Sandwich boards
- Set-up tables for Sound persons
- Set-up traffic, parking barriers signage
- Place signs around festival - directional, parking
- Set up Volunteer Head-Quarters
- Please wear closed in shoes, hat, bring water bottle

Pack-Down

- Remove backdrops
- Stack chairs
- Transport gear to storage

When: Monday 7 August and Tuesday 8 August