

## Position Description: Marquee Supervisors

### RESPONSIBILITIES

Oversee Front of House operations and supervise volunteers in marquees and venues over the Festival period.

### REPORTS TO

Volunteer Co-ordinator Gabby Le Brun

### RESPONSIBILITIES:

- Supervise the volunteers assigned to your marquee including Team Briefings at the beginning of each shift
- Ensure volunteers are aware of their roles and assist them where necessary
- Check venue set up at the beginning and end of each day
- Ensure **Marquee Sponsor** seating is reserved throughout the day. These seats can be given to patrons 1 minute prior to the session starting if they are free
- In particular, identify and look after individual **Session Sponsors** with naming rights [Session Sponsor seating **must** be kept free throughout the session as sponsors may arrive late. It cannot be given to patrons.]
- Check the setup of the venue is appropriate for the sessions held (i.e. check of chairs required for the session)
- Ensure that Marquee water containers are full at the completion of the PM sessions each day

### ROLE RELATIONSHIPS

- liaise closely with the Sponsor signage team to ensure signage and sponsor displays are appropriate for the session and well presented (you will be given running sheets)
- Ensure that wheelchairs are accommodated at the rear by removing chairs to make room.
- If there are any problems regarding Sponsor seating please refer to the Marquee MC for assistance if needed.

### SPECIAL INSTRUCTIONS

- Patrons **cannot** sit on the ground in any aisle, nor can they sit at the side of the stage. Overflow chairs may be seated at the rear of the marquee only

