

Position Description Byron Bay Writers Festival 2017

EVENING and OFFSITE EVENT VOLUNTEERS

OPENING NIGHT at BYRON BAY SURF CLUB

Prior to the event, all volunteers assisting with Opening Night will be contacted and briefed as to arrival times, roles and appropriate uniform by Event Coordinator Jessie Cearns or Shien Chee

EVENING EVENTS at BYRON COMMUNITY CENTRE

- Ushering, venue set up and stage management in the Theatre will be handled by Community Centre staff
- report to the Event Supervisor 1 hour before start time
- Volunteers will assist with door ticket sales
- Please wear Festival T-shirt

All other Feature Events – Elements, Byron Library, Norpa

- Please arrive one hour before your shift start time
- May be required to set up room
- Assist staff as required
- Scan tickets if required
- Ushering if required
- Please wear your Volunteer T Shirt unless otherwise directed