

## Position Description:

### SECONDARY SCHOOLS DAY – Thursday 3 August

Venue Supervisors liaise with Gabby Le Brun Volunteers Co-ordinator

All other volunteers, roles and responsibilities as per Festival Marquee and Venue Management.

### PRIMARY SCHOOLS DAYS

Tuesday 1 August	Venue –	Murwillumbah AM Lismore AM
Wednesday 2 August	Venue –	Byron Bay AM & PM
Thursday 3 August	Venue -	Ballina AM

All volunteers will receive details about these events including: venue locations, information for volunteers chauffeuring the writers, writer bios and program details from before the Festival.

In general, the roles for volunteers at the primary events may include the following:

### RESPONSIBILITIES:

- Arrive at Byron Writers Festival by 8am to carpool to the venue. You will be advised if the authors need to be driven.
- **Please bring your lunch and water bottle** as the venues may not have facilities for food purchase.
- The supervisor of your session will arrange the volunteers into the different roles of ushering students or checking in schools as they arrive.
- Students are required to leave in an orderly manner and either queue for book purchase or book signing for a particular author.
- If the session is being repeated, the venue will have to be prepared for the second session.