

Position Description 2017

Workshop Supervisor

Workshop Supervisor - this role will involve driving to the various workshop locations and ensuring the volunteers and participants have everything they need including hand outs and refreshments.

Position Description: Workshop Assistant

Responsibilities:

- Liaise with and report to workshop supervisor
- Sign in at the Writers Festival office (Level 1, 28 Jonson Street, Byron Bay) prior to going to your workshop venue to set up, so please leave adequate time
- Drive the presenter to and from the workshop, if necessary
- Ensure the room is set-up in the correct style for the workshop e.g. theatre style, U-shape etc.
- Ensure tea and coffee facilities are available
- Collect tickets as participants arrive
- Introduce the presenter to workshop participants (if the presenter requires this)
- Hand out and collect workshop feedback forms
- Provide workshop presenter with water and other refreshments upon request
- Clean up the venue in preparation for the next session