

Position Description - Supervisor (Green Room)

The Green Room is a private space strictly set aside for our authors and presenters. There is strictly no public and no media access.

The purpose of this role is to supervise a small team of volunteers and ensure that the Green Room is a relaxing, clean environment where the writers can prepare for sessions, meet with fellow writers and panelists, and relax after their sessions.

Responsibilities

- Supervise the volunteers assigned to the Green Room
- Ensure volunteers are aware of their roles and assist them where necessary
- Play host to writers and assist them. Make introductions, where required
- Engage each author as they come through the entrance and ask for their name. You may need to be able recognize them later if they've gone AWOL
- If it's their first day they will be able to collect their writer packs
- There is a water bottle for each author. Please apply sticky label to the underneath of their water bottle
- Offer them a coffee in the morning – there is a dedicated Barista at the Green Room
- Show them where they can leave bags
- Be fully familiar with Festival program and site
- Ensure writers are comfortable and have a quiet area to wait for their session
- Ensure a supply of refreshments and serve refreshments, if requested
- Ensure that the general appearance of the Green Room is maintained throughout the day
- Ensure that entryways and aisles are clear at all times
- Allow authors and presenters wearing a **green lanyard** to remain to the Green Room
- Allow approved Festival crew to remain in the Green Room. Crew members are identified by a green lanyard or are on a list and have been approved by the Green Room 'security'
- Do **not** allow media into the Green Room area.
- Do **not** allow the general public into the Green Room.
- Refer to the guest list if someone unauthorised wants to enter the Green Room area. If their name is not on the list, contact Cherrie Sheldrick
- Marquee Supervisors may call on your mobile if the authors have not arrived on time at the Marquee. Please assist them to locate the authors and escort them to the marquee if they are not familiar with the venue