



## VOLUNTEER ROLE DESCRIPTIONS

This information is provided to give Volunteers an idea of what roles might suit them and to assist them in filling out the Volunteer Registration form which goes online in November each year. The Volunteer requirement is 3 x 3 hour shifts, ideally spread over three days.

### ➤ **Arboretum Workshops Assistant**

- Assist artists with workshop setup and pack down
- Clean up stations as required
- Ensure that workshop attendance does not exceed capacity

### ➤ **Artist Camping**

#### • **Artist Camping Coordinators**

Two people, on call for whole festival. ***Please contact the Volunteer Coordinator directly if you are interested in this position.***

- Set up own caravan or camper at entrance to Artist Camping area
- Manage Artist Camping area and direct campers to their allocated area
- Explain Artist Camping layout and facilities to artists and the Camp Wardens
- Sleep overnight at the Artist Campsite

#### • **Artist Camping Attendant**

Monitor the Artists Camping area during the day

- Direct campers to their allocated area
- Explain Artist Camping layout, recycling and waste management and other facilities
- Bring some reading material as there are some quiet periods

#### • **Artist Camping Setup and Pack Down**

- Set up tents and Artist Camping area on the Thursday prior to the festival
- Pack down Monday

#### • **Artist Camping Road Warden**

- Monitor vehicle access to Artist Camping Area and Amphitheatre backstage
- Ensure only those with correct identification enter the site (by wristband colour & car sticker)
- Provide directions to artists re campsite location and backstage to Amphitheatre
- Bring some reading material as there are some quiet periods

➤ **Artist Check-in**

- Welcome Artists
- Sign Artists in
- Hand out information packs and passes
- Take instruments to and from the lockup

➤ **Artist Transport**

- Transport artists to and/or from Perth
- Vehicle must be able to accommodate at least one artist and his/her instrument and luggage

➤ **Bars (Amphitheatre & Tigerville)**

- Serve customers at NMF Bars
- Stock and re-stock bar supplies
- Check ID where required
- Must have current RSA certificate

➤ **Bush Breakfast (Catering)**

Festival fundraiser Bush Breakfast on Saturday, Sunday and Monday mornings

- Serve customers a cooked or continental breakfast
- Cook at BBQ
- Clear tables as required
- Wash dishes at the Festival wash-down station as part of our commitment to reduce plastic waste

➤ **Entrance Attendants**

Amphitheatre, Tigerville, The Depot, Town Hall

- Obtain specific instructions about wristbands when you sign in for your shift
- Ensure only those with valid wristbands enter the venue
- Direct non-ticket holders to the Ticket Office or the Volunteer Office

➤ **Face Painting at Family Fun area**

- Create inspiring face art within the Family Fun area
- Must have a current Working with Children Check
- Evidence of previous experience may be required as face painting is a Festival fundraiser

➤ **Family Fun Area**

- Work with festival goers at various arts and crafts stations
- Friendly, happy and creative people are ideal for this position
- Must have a current Working with Children Check

➤ **First Aid Station**

- Attend to minor health incidents
- Refer serious incidents to the St John Ambulance or the Nannup District Hospital
- Attend a brief information session on Saturday morning
- Must have a Senior First Aid Certificate or equivalent

➤ **Green room**

- Keep the area clean and tidy
- Refresh urns, restock cool water, prepare refreshments
- Set up riders and platters
- Assist with stage management

➤ **Information Tent**

- Provide Festival information, distribute maps and assist with enquiries/issues
- Provide general local Nannup information regarding venues and amenities
- Familiarity with the festival and the local area would be an advantage.

➤ **Logistics**

Some physical work is required in this pre and post festival period

• **Setup (Wed/Thurs/Fri)**

- Assist with preparing the festival site
- Set up temporary fencing, hessian walls, community marquee
- Set up chairs, umbrellas, Family Fun area, decorations
- Erect corporate and directional signage
- Setup bars and green room

• **Pack down (Mon/Tues)**

- Reverse of setup procedure

➤ **Marshalls (Amphitheatre evening shifts only)**

- Keep access ways clear
- Maintain seating areas
- Monitor crowd for blocking access ways, smoking, and disorderly conduct. Alert Security if necessary.

➤ **MC**

- Introduce artists to the stage
- Acknowledge sponsors
- Inform audience of upcoming performances
- Assure completion of APRA forms after each artist's performance. Further notes provided in MC file supplied at venue. FORMS MUST REMAIN AT VENUE

➤ **Merchandise Tent**

- Stock and restock artist merchandise and NMF merchandise
- Handle sales and merchandise enquiries
- Previous customer service/POS experience would be an advantage.

➤ **Raffle Sales**

- Encourage people to purchase raffle tickets in support of the festival bottom line!

➤ **Road Warden**

- Man the Festival road closure as required
- Ensure that no unauthorised vehicles enter Brockman Street

➤ **Shuttle Bus Driver**

- Transport festival goers to and from the Festival Campground (Nannup Recreation Centre)
- Must have an F Class licence to drive the Nannup 12 seater Community Bus

➤ **Stalls Check-in**

- Man the stalls check-in desk on Friday from 10am to 4:00pm
- Welcome stallholders and hand them form with stall bay number
- Manage traffic until Stalls Coordinator can guide stallholders to their allocated bay
- Ability to use 2-Way radio would be an advantage

➤ **Ticket Office**

- Sell festival and camping tickets through POS system
- Exchange tickets for wristbands – check in ticket holders, scan tickets, hand out wristbands and programs
- Provide cash out through Eftpos Machine
- Answer general enquiries or direct people to the Information Van
- Assist in Artist Check-in
- Previous customer service/POS experience would be an advantage.

➤ **Ticket Office Setup**

- Assist with setting up the Festival Ticket Office on the Wednesday before the Festival (cleaning and some lifting might be involved)

➤ **Tidy Team**

- Clear venues of rubbish
- Re-fill water units at venues
- Wipe down tables at the Festival food court and at Tigerville

➤ **Volunteer Check-in**

- Check in volunteers
- Induct volunteers on shift processes and responsibilities
- Notify Volunteer Coordinator of unfilled shifts
- Deal with general enquiries
- Ability to use a laptop and/or tablet device is required for this position

➤ **Volunteer Office Runner**

- Communicate messages between various festival staff and locations
- Provide refreshment to Volunteers at various stations
- Manage the phone charging station

➤ **Waste Management Gang**

- Assist in the collection of rubbish and recycling from bins in the festival area
- Replenish bin liners
- Transport rubbish and recycling to the Nannup waste management facility
- Encourage festival attendees to dispose of their rubbish in a manner which supports the Festival's responsible waste management efforts.