



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

★ Camping

● Camping Coordinators

Please contact the Volunteer Coordinator directly if you are interested in this position.

- Set up own caravan or camper at entrance to Camping area
- Direct campers to their allocated area
- Explain Camping layout and facilities to campers
- Sleep overnight at the Campsite
- Be contactable at all times

● Camping Attendant

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

● Camping Setup and Pack Down

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

★ Artist Check-in/Instrument Lockup

- Welcome Artists
- Sign Artists in
- Hand out Artist packs
- 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 their instrument and luggage

★ Bar Attendant

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

★ Bar Manager

- Liaise with Festival Bar Manager
- Serve customers at NMF Bars
- Stock and re-stock bar supplies
- Must hold minimum current 'Manager Licensed Premises'

★ 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 Attendant

- 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

★ 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 higher qualification)

★ Food Court Attendant

- Clear tables at Festival food court of rubbish
- Wipe down tables at the food court and at Tigerville
- Encourage festival goers to use the wash down station and recycling facilities as appropriate

★ 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
- Manage Lost Property

- 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, LookSeeDo in the Playground area, decorations
- Erect corporate and directional signage
- Setup bars and green room

Pack down (Mon/Tues/Wed)

- Reverse of setup procedure

★ LookSeeDo in the Playground

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

★ LookSeeDo in the Playground - Face Painting

- 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

★ Marshall

- Keep access ways clear
- Maintain seating areas
- Monitor crowd for smoking and disorderly conduct. Alert Security if necessary.
- These are licensed areas so Volunteers must be over 18 years of age.

★ MC

- Must be comfortable presenting and being on stage
- All material will be supplied in an MC file at venue
(stage management, artist introduction, inform audience of upcoming performances, acknowledge sponsors, etc.)
- 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
- Receive and process artist 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/Parking Attendant

- Monitor the Festival road closure and reserved parking areas as required
- Ensure that no unauthorised vehicles enter the festival road closure
- Monitor vehicle access to Camping areas and Amphitheatre backstage
- Ensure only those with correct identification enter the sites (by wristband colour & car sticker)
- Provide directions to campers re campsite location and backstage to Amphitheatre
- Bring some reading material as there are some quiet periods

★ 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 10 am to 4:00 pm
- Welcome stallholders
- Manage traffic and temporary parking until Stalls Coordinator can guide stallholders to their allocated bay

★ 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
- Previous customer service/POS experience would be an advantage

★ 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
- Fill in should there be a shortage of Volunteers at any station

***Waste Management Gang (including Tidy Team and Recycling Team)**

- 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.