



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 (or December for the 2021 event) 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
- Ensure that only ticket holders access the workshops area

★ 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

★ 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

★ 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)

★ 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

Setup pre-festival (Mon/Tues/Wed/Thurs/Fri)

- Assist with preparing the festival site
- Set up temporary fencing, hessian walls, marquees
- Set up chairs, umbrellas, decorations, LookSeeDo in the Playground area
- Erect corporate and directional signage
- Setup bars and green room

Pack down post-festival (Mon/Tues/Wed/Thurs)

- 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.

AMPHITHEATRE GREEN ROOM ONLY:

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

★ 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 artists 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 9:00 am to 3:00 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 desk
- Previous customer service/POS experience would be an advantage

★ Ticket Office IT Support

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

★ 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 Wise Team

● Waste Removal Team

- Remove full bin liners from bins from the festival main site and Warren Rd
- Replenish bin liners
- Place full bin liners in NMF trailers (or by the bin for Warren Rd)
- Encourage festival attendees to dispose of their rubbish in a manner which supports the Festival's responsible waste management efforts
- Pick up litter if you notice it
- Ensure that the festival site looks its best at all times
- Alert the Waste Wise Coordinator if you notice any waste-related issues that you cannot resolve

Composting

- Monitor and empty front-of-house compost bins
- Monitor and empty back-of-house (food vendors) compost bin
- Take compost to the allocated location

● Trailer Team

- Drive the NMF trailers to the Nannup Waste Management Facility and dispose of waste
- Pick up rubbish bags from Warren Rd on your way
- Record waste data on the sheets provided
- Alert the Waste Wise Coordinator if you notice any waste-related issues that you cannot resolve

● Recycling Team

- Replace recycling bins when full (main festival site and all licensed venues)
- Take full recycling bins to recycling station for storage
- Crush aluminium cans
- Record recycling data on the sheets provided

- Alert the Waste Wise Coordinator if you notice any recycling-related issues that you cannot resolve
- **Spanking Clean Team**
 - **Food Court Attendant**
 - Clear and wipe down tables at main food court and use the right bin for waste disposal
 - Pick up litter if you notice it
 - Encourage festival goers to use the right bin for their waste
 - Return food court furniture to original setup positions when patrons are not using them anymore (food court site plan available at the dishwashing station)
 - Ensure that the food court looks its best at all times
 - Alert the Waste Wise Coordinator if you notice any cleanliness/litter related issues that you cannot resolve
 - **Dishwashing Station Attendant**
 - Operate the main food court dishwashing station (wash dishes, replenish water, empty compost bucket)
 - Ensure that the crockery/cutlery stations are always restocked
 - Alert the Waste Wise Coordinator if you notice any issues that you cannot resolve
 - **Venue Rover**
 - Rove around all festival venues
 - Clear and wipe down tables in Tigerville and the Secret Garden
 - Pick up litter and place in the correct bin
 - Ensure that all venues look their best at all times
 - Alert the Waste Wise Coordinator if you notice any issues that you cannot resolve