

ARTLANDS DUBBO

Volunteer Position Description

27-30 October 2016



ARTLANDS DUBBO is four days of celebrating regional arts and culture in Australia. Held every two years in a different State, ARTLANDS DUBBO 2016 will see around 1,000 artists and arts workers converge on the City of Dubbo in regional NSW.

ARTLANDS DUBBO 2016 is hosted by Regional Arts NSW and will bring a curated program of vibrant and diverse arts from across regional NSW complimenting the national ARTLANDS Conference.

For more information, sign up to the ARTLANDS DUBBO 2016 e-newsletters and follow ARTLANDS DUBBO 2016 on Facebook, Twitter and Instagram.

We are looking for a bunch of amazing volunteers who are interested in helping out as ARTLANDS AMBASSADORS during the conference and arts festival in Dubbo on October.

We know that everyone has different skills, so check out the list of jobs we need done and pick one that suits you.

You will get a unique ARTLANDS AMBASSADOR T-shirt to wear during the event and we'll make sure to keep you fed and watered. And you will be able to get delegates discount rate at the ticketed festival events. We need you to be committed, fit; enthusiastic and very helpful to our conference delegates most of whom will never have been to Dubbo before.

So check out the volunteer positions and join us on this adventure!

Benefits

Becoming an ARTLANDS DUBBO Volunteer will not allow only you to meet people who have the same interest in the arts as you, but you will find people that have personal and professional connections that can help you – especially if you are looking for a job in the industry.

Maybe your current job is not your ideal work or there are no opportunities to stretch or learn something new? Becoming an ARTLANDS DUBBO Volunteer could be an alternative source of the passion you can't get from your job right now and allow you to explore new roles and skills you'd like to develop. Plus you can add this experience to your resume.

Seeing how another organisation runs things, and being exposed to different ways of managing, brainstorming, solving problems, can provide a fresh way to look at the challenges you face in your paid position.

Important information

- All volunteer shifts are 3 hours long
- A minimum age of 18 years applies for all volunteers (as at 1 October 2016)
- Wearing your volunteer T-shirt makes you an ambassador for ARTLANDS DUBBO. Therefore, a positive attitude, and a courteous manner is required at all times.
- Consumption of alcohol or drug use before or during your shift will not be tolerated.
- For your own safety, closed-in shoes must be worn at all times during your shift/s.
- All information and processes associated with any volunteer position are to be considered confidential.
- Remember, volunteering gives you a different perspective and enhances your involvement in the festival community – so make the most of it and have fun!

Closing date for volunteer positions – August 31st 2016

Please return completed volunteer form to:
Belinda King
ARTLANDS Events Manager
Email: Belinda@kingevents.com.au
Ph: 0402 199 347

ARTLANDS DUBBO Volunteer Positions

Supporter

Is responsible for administration and production duties to contribute to the overall running of the festival. As such, you must have exceptional computer and customer service skills and be a team player. This is a great opportunity for a person looking for experience in event management. Ideally a volunteer will commit to work regularly leading up to, during and following ARTLANDS.

Duties may include:

- Creating and updating documents (Microsoft Word, Excel)
- Directing volunteers
- Setting up, assisting in and closing of events
- Answering attendee questions
- Other duties as required

Meeters and Greeters

Are the first contact with patrons; as such they must be friendly and outgoing and comfortable in dealing with the public. Meeters and Greeters must familiarise themselves with the event and venues they are stationed at.

Duties may include:

- Welcoming attendees to Dubbo (i.e. stationed at the airport, Visitor Information Centre and railway station).
- Welcoming attendees to events
- Answering questions and directing attendees
- May be required to help set-up a venue
- Other duties as required

Registrars

Are responsible for providing registration support during ARTLANDS.

Duties may include:

- Welcoming guests
- Checking in delegates as they register
- Answer delegate questions
- Fill delegate bags and ensure they are handed out as part of the registration process

Shifters

Are responsible for the setting up, cleaning up and general tasks throughout the Festival. This is the ideal job for active and energetic volunteers.

Duties may include:

- Setting up and removing tables and chairs and light cleaning
- Some lifting
- Other duties as required

Minders

Are responsible for the overall running of the front and back of house areas and as such they must have exceptional customer service skills.

Duties may include:

- Setting up registration and merchandise areas

- Liaising with registrar volunteers
- Greeting presenters as they arrive
- Helping to supervise backstage activity – relaying cues and information to performers / presenters
- Maintaining the backstage area in a clean and orderly condition
- Ensuring there are refreshments set out for performers
- Answering delegate questions
- Other duties as required

Rovers

Rovers are Dubbo locals who have outstanding knowledge of the local area and will act as ambassadors for ARTLANDS.

Duties may include:

- Providing directions to delegates (this is where your local knowledge will be very handy!)
- Acting as a guide to places such as venues, cafes, accommodation etc.
- Answering questions and directing attendees
- Other duties as required

Afternoon Ushers

Afternoon Ushers will be needed on Friday and Saturday afternoons to be room supervisors for the parallel sessions.

Duties may include:

- Check tickets/room registration
- Trouble shoot problems that may arise
- Tidy your allocated room at the end of each session
- A basic understanding of AV/technical equipment
- Other duties as required

Art Fair Runners

Art Fair Runners will be based at the Showgrounds and will be the pivotal link back to the main conference precinct during ARTLANDS. This position may involve the use of bicycles to ensure fast movement between venues easily.

Duties may include:

- Working with the Art Fair Coordinator to ensure the success of the Art Fair
- Trouble shoot problems that may arise
- Ensure venue is kept in a tidy state
- Other duties as required

ARTLANDS DUBBO VOLUNTEER FORM

Name: _____

Address: _____

Mobile Phone: _____

Email: _____

I am available to volunteer to assist with the event on:

Date/s: _____

Time/s: _____

Specific area of Interest (please tick)

- Supporter
- Meeters & Greeters
- Registrars
- Shifters
- Minders
- Rovers
- Afternoon Ushers
- Art Fair Runners

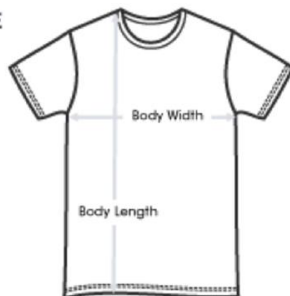
T-shirt Size: _____

(Please refer to below sizing charts for more information)

Standard shape 100% cotton T:

Measurements	S	M	L	XL	2XL	3XL
Body Width (cm)	47	52	56.5	61	64	68
Body Length (cm)	71	75	78.5	82	83.5	85

HOW WE MEASURE



Signed: _____ Date: _____