



ARTSTATE WAGGA WAGGA Volunteer Position Description

5 – 8 November 2020

About Artstate NSW

Artstate is a four-year project presented by Regional Arts NSW that shines a light on excellence in regional arts practice, and explores exciting possibilities for arts and cultural development across the state. Each year, Artstate brings world-class arts and speakers events to cities in regional NSW, beginning with Lismore in 2017, followed by Bathurst in 2018 and Tamworth in 2019.

This year, we're excited to pitch our tent in beautiful Wagga Wagga in partnership with Eastern Riverina Arts. Over four inspiring days, we'll be celebrating excellence in arts practice in the Riverina Region of NSW with an amazing arts festival surrounding an inspiring speakers program.

To help achieve this goal, we're looking for a bunch of amazing volunteers who would be interested in helping out during the arts and speakers programs in Wagga Wagga from 5 – 8 November.

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

We need volunteers who love arts and culture, are committed, fit, and enthusiastic and who will be helpful to our conference delegates – most of whom have never been to Wagga Wagga before.

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

Benefits

Becoming an Artstate volunteer means you'll be joining a network of fellow arts and cultural lovers drawn from all walks of life. Maybe you want to build your resume, break into the arts, or simply learn some new skills. Either way, you'll see from the ground up how an arts festival is run, with hands-on experience to boot.

You'll also get your own unique Artstate volunteer t-shirt to wear during the event. Plus, you'll be able to access delegates' discount rates for all ticketed events.



Important Information

- All volunteer shifts are 3 hours long.
- A minimum age of 18 years applies for all volunteers (as of 31 October 2020).
- Wearing your volunteer T-shirt makes you an ambassador for Artstate Tamworth. Therefore, a positive attitude and a courteous manner are 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 arts community – so have fun!

Applications

Please return completed volunteer form to:

Belinda King
Artstate Events Manager
belinda@kingevents.com.au
Ph: 0402 199 347



Artstate Wagga Wagga Volunteer Positions

5 – 8 November 2020

Supporter

Responsible for administration and production duties to contribute to the overall running of the festival. You must have exceptional customer service skills and be a team player. This is a great opportunity for a person looking for experience in event management. Ideally, you can commit to work regularly leading up to, during and following Artstate.

Duties may include:

- Directing volunteers
- Setting up, assisting in and closing events
- Answering attendee questions
- Other duties as required

Meeters and Greeters

As the first contact with festival attendees, you'll need to be friendly, 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 Wagga Wagga (i.e. stationed at the airport, Visitor Information Centre, railway station)
- Welcoming attendees to events
- Answering questions and directing attendees
- Ad hoc help in setting up a venue
- Other duties as required

Registrars

Responsible for providing registration support during Artstate.

Duties may include:

- Welcoming guests
- Checking in delegates as they register
- Answering delegate questions
- Filling delegate bags and ensuring they are handed out as part of the registration process



Shifters

Responsible for setting up, cleaning up and general tasks throughout Artstate. 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

Responsible for the overall running of the front and back of house areas. As such, you 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 supervise backstage activities – relaying cues and information to performers/presenters
- Maintaining the backstage area in a clean and orderly condition
- Ensuring refreshments are set out for performers
- Answering delegate questions
- Other duties as required

Rovers

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

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:

- Checking tickets/room registration
- Troubleshooting any problems that may arise
- Tidying your allocated room at the end of each session
- A basic understanding of AV/technical equipment
- Other duties as required

Drivers

Drivers are responsible for collecting VIPs and Speakers from Wagga Wagga Airport. An open C class licence is required for this role, as well as a positive attitude and love of conversation.

Duties may include:

- Greeting VIPs and Speakers from Wagga Wagga airport
- Ensuring VIPs and Speakers are transported safely from airports to accommodation and around Wagga Wagga as required
- Answering guest questions – local knowledge is a bonus
- Liaising with other volunteers and staff regarding the arrival and collection of guests
- Other duties as required



ARTSTATE Wagga Wagga Volunteer Form

5 – 8 November 2020

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)

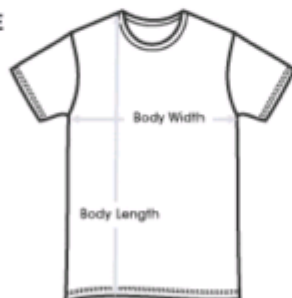
- Supporter
- Meeters & Greeters
- Registrars
- Shifters
- Minders
- Rovers
- Afternoon Ushers
- Drivers

T-Shirt Size: _____

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





**ARTSTATE Wagga Wagga
Volunteer Form**
5 – 8 November 2020

I have the following health conditions that may limit how I am able to participate as a volunteer:

Signed: _____ **Date:** _____