

# ARTSTATE BATHURST

## Volunteer Position Description

1-4 November 2018

Developed by Regional Arts NSW in order to build conversations, partnerships and opportunities for regional artists and arts organisations, Artstate is a four-year program that will see inspirational arts and speakers events held across regional NSW. The second iteration of this event is Artstate Bathurst, four days of celebrating regional arts and culture in NSW, and the unique communities of the Central West. The key themes of the event are **Sense of Place** and **Robust Regions**, as we ask Central NSW to “**join the conversation and celebrate the arts in regional NSW.**”

We are looking for a bunch of amazing volunteers who are interested in helping out during the arts and speakers programs in Bathurst this November.

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 Artstate volunteer T-shirt to wear during the event, and we'll make sure to keep you fed and watered. Plus, you will be able to get delegates discount rates at all ticketed events. We need you to be committed, fit, enthusiastic and very helpful for our conference delegates, most of who will never have been to Bathurst before.

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

### Benefits

Becoming an Artstate volunteer will not only allow you to meet people who have the same interest in the arts as you, but you will find people who 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 Artstate volunteer could be an alternative source to 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 of 1 November 2017)
- Wearing your volunteer T-shirt makes you an ambassador for Artstate Bathurst. 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 arts community – so have fun!

## Applications

Please return completed volunteer form to:

Belinda King

Artstate Events Manager

[belinda@kingevents.com.au](mailto:belinda@kingevents.com.au)

Ph: 0402 199 347

## Artstate Bathurst Volunteer Positions

1-4 November 2018

### Supporter

Is responsible for administration and production duties to contribute to the overall running of the festival. As such, 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 a volunteer will commit to work regularly leading up to, during and following Artstate.

Duties may include:

- 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 Bathurst (i.e. stationed at the airport, Visitor Information Centre, 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 Artstate.

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 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**

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 Bathurst 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:

- Check tickets/room registration
- Troubleshoot 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

### **Drivers**

Drivers are responsible for collecting VIPs and Speakers from Bathurst 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 Bathurst airport
- Ensuring VIPs and Speakers are transported safely from airports to accommodation and around Bathurst 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 BATHURST**  
**Volunteer Form**  
1-4 November 2018

<b>Name</b>	
<b>Address</b>	
<b>Mobile Phone</b>	
<b>Email</b>	

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

<b>Date/s</b>	
<b>Time/s</b>	

**Specific Area of Interest (please tick)**

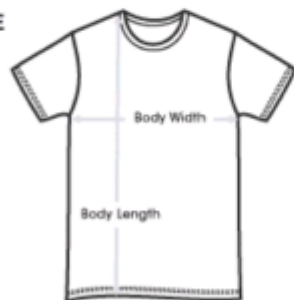
- |  |  |
|--|--|
| <input type="radio"/> Supporter          | <input type="radio"/> Minders          |
| <input type="radio"/> Meeters & Greeters | <input type="radio"/> Rovers           |
| <input type="radio"/> Registrars         | <input type="radio"/> Afternoon Ushers |
| <input type="radio"/> Shifters           | <input type="radio"/> Drivers          |

**T-Shirt Size:** \_\_\_\_\_

**Standard shape 100% cotton T:**

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

HOW WE MEASURE



**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_