

Volunteer Information Sheet 2017

On Saturday 2 September 2017, the eagerly anticipated StreetFair will return. This is a fantastic opportunity for you to join in all of the excitement and support a brilliant community event by becoming one of our StreetFair volunteers. From 9am-4pm our entertainment areas will burst into life with music, dance, performance, food, a huge street parade and more!

This year we need volunteers to help us in the following roles:

- **Stage Managers & Assistant Stage managers**
- **Site Office Assistant**
- **Parade Site Office Volunteers**
- **Parade Marshals**
- **Site Runners**
- **Information Stall Officer**
- **Evaluation Crew**

For more information about each of these roles, please see below.

Stage Manager & Assistant Stage Manager

A Stage Manager and Assistant Stage Manager will be allocated to each stage. Duties include: ensuring performers start & finish on time, giving backing music to Audio Engineers, ensuring that the stage is free of hazards, and reporting & escalating incidents.

Our volunteer Stage Managers & Assistant Stage Managers need to have great teamwork & communication skills, be highly organised, able to plan ahead, “think on their feet”, and work well under pressure. Previous experience in a similar role is desirable for the Stage Manager position.

Site Office Assistant

The role of the Site Office Assistant is to assist in the general site office, which is the central point of the event. Duties may include checking volunteers in, ensuring that different areas of the site have the correct equipment, and providing information to volunteers.

If you enjoy working as part of a team, are very organised and motivated and enjoy a busy role then this could be the voluntary position for you.

Parade Site Office Volunteers

The role of the Parade Site Office Volunteers is to ensure that parade groups are placed in the right order and they receive the correct signage to enable to Parade to run smoothly.

Our Parade Site Office volunteers need to have great organisational and communication skills, be able to work well with others, and be able to work well under pressure.

Please note that our Parade Site Office Volunteers will also assist as Parade Marshals once the Parade is in progress. Please see below for description of Parade Marshal volunteer role to ensure that you are comfortable with the demands of both positions before applying.

Parade Site Office Shifts: 8am – 12pm

Parade Marshals

Parade Marshals are responsible for ensuring that the Parade moves in an orderly manner through the route. Marshals are assigned to one or more parade groups and will walk with their group to ensure that they do not stop on the route. Marshals may also be stationed along the route to ensure the safety of pedestrians. Marshals will also be responsible for collecting signage and PA systems from their group(s) at the end of the parade.

Parade Marshals will be required to stand / walk for extended period of time, so a good level of physical fitness is necessary. Our Parade Marshals also need to be confident in addressing large groups of people.

Parade Marshall Shifts: 8am – 12pm



Site Runners

Site Runners have a crucial role in ensuring the smooth running of the festival and will assist the Events Team with ad hoc tasks on the day. Duties may include: re-supplying water, first aid kits, sunscreen etc around the site, covering other volunteers whilst they are on breaks, and acting as information points for members of the public.

This role may involve heavy lifting & carrying items such as signage, brochures and plastic furniture, as well as a large amount of walking throughout the site so a good level of physical fitness is essential. If you are looking to work as part of a dynamic and fast-paced team then this could be the role for you. We are looking for Site Runners who are enthusiastic and motivated.

Information Stall Officer

Information Stall Officers will be based at one of the information stalls located around the site and will be the main point of contact for everyone at the StreetFair. Information Stalls Officers will be responsible for dealing with enquiries from members of the public

As Information Stall Officers will be the first point of contact for members of the public, exceptional customer service is essential.

Please note that Information Stalls are also the first point of contact for emergency responders, lost children and other staff or volunteers.



Evaluation Crew

Our evaluation volunteers will be responsible for conducting short surveys with members of the public to gain feedback about the StreetFair experience.

Excellent customer service skills and a willingness to approach people is essential for this role.

Evaluation Crew shifts: 11am – 3pm.



Unless otherwise indicated, most run between **8am and 5pm**. Generally we ask that you either volunteer for a morning (dependent on role, usually between 8am and 12:30pm) **or** an afternoon (dependent on role, usually between 12:30pm and 5pm). However feel free to volunteer for the whole day if you are feeling energetic!

All expressions of interest must be made by completing the Volunteer Application Form on the Emerge Festival website, located under the Volunteer tab. Applications must be received by **midnight Friday 11 August 2017**.

Information sessions will be held in late August. As a Work Health and Safety requirement, it is essential that you attend one of these in order to be eligible to work on the day, even if you have volunteered at StreetFair previously.

Please note you must be 16 years old or over to apply to volunteer at StreetFair 2017.

If you have any questions, please do not hesitate to contact Kate Valente on 9777 7815.