



On Saturday 7 September 2019, 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 10am-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:

- **Assistant Stage managers**
- **Parade Group Leaders**
- **Information Stall Officer**
- **Children's Zone Assistants**
- **Esports Assistants**
- **Esports Set Up Volunteers**

Assistant Stage Manager

An 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, reporting & escalating incidents.

Our volunteer 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.

Assistants may need to make announcements on the stage microphone of upcoming acts, messages about sponsors and emergency information, so individuals wishing to take these roles should be comfortable speaking to an audience.

Stage Manager & Assistant Stage Manager Shifts: 10am – 1:30pm and 1pm – 4:30pm

Parade Group Leader

Parade Group Leaders are responsible for parade groups being placed in the right order and that they receive the correct signage to enable the Parade to run smoothly.

When the parade starts, they are to ensure that the groups they are assigned to move in an orderly manner through the route. Group Leaders may also be stationed along the route to ensure the safety of pedestrians. Group Leaders will also be responsible for collecting signage and PA systems from their group(s) at the end of the parade.

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

Parade Group Leader Shifts: 8:30am - 11:30am

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.

Site Runner Shifts: 8:30am – 1pm and 12:30pm - 5:00pm

Information Stall Volunteers

Information Stall Volunteers 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. You will be responsible for dealing with enquiries from members of the public

As Information Stall Volunteers 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.

Information Stall Officer Shifts: 9:00am – 1pm and 12:30 - 4:30pm

Children's Zone Assistants

Children's Zone Assistants will be based in 'Magic Lane' helping out with children's activities throughout the day. You'll be answering enquiries from members of the public, helping manage queues on free rides and activities such as face painting. Most importantly you'll be helping visitors enjoy their day!

Children's Zone Assistant Shifts: 9am – 1pm and 12:30pm – 4pm.

Esports Assistants

Our Esports Assistants will help with our Esports event in The Concourse. You'll be answering enquiries from members of the public, helping manage queues, encouraging visitors to take part in playing games and helping to make sure everyone has a safe and enjoyable day.

Esports Assistant Shift Times: 10am – 1:30pm and 1pm – 4:30pm

Esports Set Up Volunteers

Esports set up volunteers will assist with setting up the esports competition and freeplay gaming area. You will be setting up games consoles and monitors, test equipment and set up signage and branded materials to ensure that the event runs smoothly. There may also be opportunities to test games or play games with members of the public if needed.

Esports Set Up Shift Times: 6am – 10am

Volunteer Briefings

It is **essential** that **all** volunteers attend a briefing session prior to the StreetFair Event, even if you have volunteered with us before.

Volunteer briefings will be held on the following dates at the Council Chambers, 31 Victor Street, Chatswood.

- Saturday 31 August 10am
- Tuesday 3 September 6pm
- Thursday 5 September 6pm

You only need to attend **one** of the above briefing sessions.

If you are unavailable at the above times but would still like to volunteer please indicate this on your application form and we will inform you if we schedule additional briefing dates.

Volunteer Shifts

Generally we ask that you either volunteer for a morning **or** an afternoon shift. However if you would like to volunteer for the whole day then you are very welcome to – it's a great opportunity to try different roles and become fully involved in StreetFair 2019!

How to Apply

All expressions of interest must be made by completing the Volunteer Application Form on the Emerge Festival website, located under the Volunteer tab - <http://www.emergefestival.com.au/volunteers>.

Applications must be received by **midnight Wednesday 4 September 2019**. Roles will begin to be allocated to successful applicants in the week beginning 12 August 2019 – volunteers submitting an application from 12 August onwards may find that their preferred roles have already been filled.

Please note you must be 16 years old or over to apply to volunteer at StreetFair 2019.

If you have any questions, please do not hesitate to contact Kate Valente on 9777 7815 or email Kate.Valente@Willoughby.nsw.gov.au