

POSITION DESCRIPTION WRITERS VOLUNTEER

Tāwhiri is the creative force behind the **New Zealand Festival 21 February -15 March 2020**. We also produce festivals and experiences in Wellington including Second Unit, Wellington Jazz Festival and Lexus SongQuest.

The New Zealand Festival of the Arts is New Zealand's biggest celebration of cutting-edge arts. It takes place within Wellington's cultural community and is a major feature of New Zealand's creative landscape. The Writers Programme runs through the entire festival with most events running in the weekends or in the evenings on weekdays.

PURPOSE OF THE POSITION

To assist with the smooth running of Writers events.

WHAT KIND OF PERSON ARE WE LOOKING FOR?

The key capabilities of the role are:

- Friendly and welcoming to all
- Calm, cool, collected
- Able to take instruction
- Able to be flexible
- An interest in books, writers, ideas and conversation

- **RESPONSIBILITIES VARY BUT WILL INCLUDE:**
- Assistance with hosting guest writers, including escorting writers to and from events
- Assistance with book signings at venues (set-up and crowd control, ensuring writers have what they need)
- Assisting with ushering audiences to their seats and answering any questions they might have
- Monitoring the Writers' Green Rooms at venues, ensuring these are properly catered and functional
- Assisting with the Young Minds Take the Library event on 14 March at National Library, Molesworth St
- In all situations where we require volunteers there will be at least one Festival staff member onsite
- You will be expected to make your own way to Festival events however you will not be required to drive as part of your role as a volunteer
- Compliance with any relevant obligations under any applicable health and safety legislation, including rules and regulations.

SUPPORT

In all volunteer situations there will be at least one Festival staff member onsite

TRANSPORT

You will be expected to make your own way to and from Festival events.

TIME COMMITMENT:

21 Feb – 14 March (shifts within those dates)

We ask that volunteers can commit to a minimum of three (3) shifts so please bear this in mind when you apply.

Shifts are evenings on weekdays when an event is on and weekends. Days and times will be varied, but shifts will be between the hours of 0900-2100. We will endeavour to work with your availability.

VOLUNTEER BRIEFING

There is a briefing session for volunteers on **Tuesday 11 February at 6.30pm – 8pm**, which you will need to attend to run through various requirements and procedures including Health and Safety. These will also serve to introduce you to the Festival team who can answer any questions you have.

A specific Writers programme volunteer briefing will take place in February ahead of the Festival, date to be confirmed.

WHAT WE OFFER:

Festival volunteers will receive:

- 2 x complimentary tickets to a Festival show (some exclusions apply) and access to ticket offers
- A Festival T-shirt
- Many Festival volunteers have gone on to work in paid positions at various festivals, so it's a great way to gain more experience for those interested in working in the arts and events

TO APPLY:

Please complete our [online form](#) to register your interest in being one of our superstar Festival volunteers! You can also register for other New Zealand Festival volunteer roles at the same time.

We cannot guarantee there will be volunteer positions available for everyone who submits an online registration form.

Please note: *You must be over 18 years of age and have a clean police record.*