

All-Rounder

Role Description



THE ROLE

Role	All-Rounder
Location	Fringe Hub: Trades Hall, Cnr Lygon & Victoria Streets, Carlton, 3053 At Signature Event locations as required, including but not limited to, Queen Victoria Market, Prahran Square, State Library Victoria
Reporting to	Volunteers Coordinator
Direct Reports	N/A
Lateral Relationships	Working closely with: Volunteers Coordinator, Festival Administrator, Melbourne Fringe Management team and Melbourne Fringe volunteers
Stakeholder Relationships	Producers, Artists, Venues, Customers, Sponsors, Suppliers
Role type	Unpaid/Volunteer
Volunteer period	3/10/22 – 23/10/22

ROLE SUMMARY

It takes a lot of work to present the Melbourne Fringe Festival. Come October it's all hands-on deck. We're seeking dedicated, enthusiastic and professional all-rounders to handle a wide range of duties throughout the Festival. Between Hub support, hanging signage, setting up venues, wrangling artists or helping in the office, there will always be something for you to do!



KEY DUTIES AND RESPONSIBILITIES

- Report to the Volunteer Coordinator or Area Manager at the commencement of each shift
- Maintain high standards of organisational skills and administration processes, including accurate written and verbal communication
- Provide exceptional customer service to all patrons, staff and key stakeholders
- Provide site-specific event support
- Support manager on duty
- Support Melbourne Fringe's access provisions
- Assist with the daily operations of designated venue/location
- Usher guests and VIPs as required
- Assist the Melbourne Fringe Marketing team with supervised letter drops
- Assist the Melbourne Fringe Marketing team with supervised flyer and program distribution
- Keep the office/venue/location well-organised, clean, tidy, professional and free from hazards
- Assist with hanging signage and other production duties as required
- Assist with venue set up and pack down
- Become familiar with the office/venue/location in order to direct patrons to appropriate services and facilities
- Make announcements to festival patrons as required
- Liaise with Melbourne Fringe artists, providing support and resources to artists participating in the Melbourne Fringe Festival
- Become familiar with the Festival program in order to make confident recommendations
- Other administrative tasks as required