



# All-Rounder

## Role Description

### THE ROLE

Role	All-Rounder
Location	Festival Hub: Trades Hall, Cnr Lygon & Victoria Streets, Carlton, 3053  Curated Program locations as required
Reporting to	Volunteers Coordinator, Site Managers, Front of House Manager
Direct Reports	N/A
Lateral Relationships	Working closely with: Volunteers Coordinator, Front of House Manager & Supervisors, Melbourne Fringe Management team and Melbourne Fringe volunteers
Stakeholder Relationships	Producers, Artists, Venues, Customers, Sponsors, Suppliers
Role type	Unpaid/Volunteer
Volunteer period	01/10/24 – 20/10/24

### 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 Festival Hub support, hanging signage, setting up venues, wrangling artists or queuing patrons, there will always be something for you to do!



## KEY DUTIES AND RESPONSIBILITIES

Your key duties and responsibilities may include, but are not limited to:

- Providing exceptional customer service to all patrons, staff and key stakeholders
- Becoming familiar with the Festival Hub and Curated Program locations to direct patrons to appropriate services and facilities
- Becoming familiar with the Melbourne Fringe program to confidently recommend events to patrons
- Promoting Melbourne Fringe's accessibility and inclusion initiatives
- Assisting with the daily operations of your designated Festival Hub venue or Curated Program location
- Assisting with production duties when required i.e. venue set up and pack down, changeover between events, postering and signage
- Assisting with Front of House duties when required i.e. queue management, ticket scanning and seating
- Liaising with Melbourne Fringe artists and providing support to artists participating in the Melbourne Fringe Festival