



Stage Assistant Volunteer

Role:

To assist the Stage Production Manager with the days program for the entertainment stages and support the Site Manager in delivering a successful event for the City of Greater Bendigo.

Location:

- This position will be based in the Dai Gum San Precinct and Rosalind Park Precinct

Volunteer Attributes:

- Excellent interpersonal skills
- Prepared for some manual and physical work
- Be fit and active
- Ability to volunteer as part of a highly committed and vibrant team
- Passion for the Bendigo Easter Festival and Bendigo

Duties:

- Assist performers with the unloading and loading of their vehicles
- Assist performers with the bump in and bump out of equipment. Heavy lifting may be required. Extreme care must be taken with all equipment.
- Other duties as directed by the Stage Manager. These duties may not always be directly related to the stage areas
- Warden duties as part of the emergency process
- Direct visitors to sites of other events, including associated Easter events
- Direct visitors to the Visitor Information Centre for information regarding other attractions around Bendigo and accommodation
- Record all concerns, documents, observations etcetera in the form provided at the Operations Room for review purposes
- To observe Occupational Health and Safety standards at all times

BENDIGO EASTER FESTIVAL

6 - 8 APRIL 2012



Draft Times Required: subject to change

DAYS	FRIDAY	SATURDAY	SUNDAY
TIMES	8.00am – 5.00pm	9.30am – 11.00pm	9.00am – 5.00pm

Other Information

A uniform will be supplied and it is expected that it will be worn during the event. To compliment the uniform it is strongly suggested to wear dark pants and enclosed flat shoes.

IMPORTANT NOTICE:

Mandatory Requirement - Working With Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Some roles for the Bendigo Easter Festival are specifically linked with working with children and so a WWC Check will be required. To apply for your WWC Check please contact your local Australia Post outlet for the appropriate application form.

There is no cost to you as it is free for volunteers.

For further information, please visit website: www.justice.vic.gov.au/workingwithchildren

