



Book Fair Australia


A FESTIVAL OF BOOKS

Volunteer Areas

AV

- Manage AV for stage
- Troubleshoot faults and create solutions quickly and on the fly
- Liaise with Event Hosts, Stage Management, Guests and FOH Crew for an efficient show

Community

- Assist running of community events such as the cosplay parade, D&D sessions, children's corner and queues for workshops
- Assist in the facilitation of accessibility initiatives such as safe spaces
- Enforce BFA's props policy
- Help with management of queues for photo area
- Listen to and pass on feedback from attendees on where we can improve our services

Floor & Exhibitor Services (FES)

- General set up on the floor and other departments where required (such as setting up tables and chairs etc)
- Work well under pressure and at times, in crowded spaces
- Answer attendee and exhibitor queries
- Manage equipment to entire BFA Team

Front of House (FOH)

- Workshop Rooms
 - o Ushering attendees into and out of workshop rooms and stage areas
 - o Assisting attendees with accessibility needs
 - o Maintaining a high standard of workplace health and safety
 - o Assisting attendees by helping with their queries
 - o Provide accurate information about access to the site and within the site, including accessibility information for all attendees with special needs.
- Entry/Exit
 - o Crowd management outside BFA grounds
 - o Helping attendees and exhibitors with wristbands
 - o Providing accurate information about access to the site, including accessibility information for attendees with special needs
 - o Monitoring entry and exit doors and checking wristbands



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Guest Management

- Floor team
 - o Escort guests to panels, workshops and readings at appropriate times
- Photography team
 - o Manage lines for photo area
 - o Take photos for people
- Personal assistant and runner team
 - o Fetching coffee/tea and food for specified people
 - o Managing signage and back of house area

Stage Management

- Ensure all scheduled panels, workshops, new release spotlights and readings run on time as per the event program
- Reset stage and workshop between sessions
- Liaise with panelists and workshop facilitators to ensure their requirements are met
- Work closely with AV, Front of House and Guest Management teams to ensure smooth running of the show
- Back of house duties and general monitoring of equipment and audiences (eg. moving tables/chairs)
- Assisting other departments as required (eg mic running, ushering)

BFA Raffle station

- Crowd management
- Answering customer queries
- Directing customers to the payments counter
- Providing accurate information regarding raffle including fees and times of draws

Rapid Response Team (RRT) – BFA staff

- Assisting with coordination of queue management and organisation
- Delivering messages or supplies (including lunch) to BFA managers/supervisors and/or their teams
- Assisting supervisor (or person in charge of) seating in the stage area, workshop rooms, ushering and crowd control
- Answering queries from attendees in relation to the BFA event