



TEN DAYS ON THE ISLAND

VOLUNTEER POSITION DESCRIPTION

OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a statewide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their works to a wider audience, access for Tasmanian audiences to national and international artists and companies of the highest quality and helps to build Tasmania's professional arts infrastructure.

The biennial festival celebrates Tasmania's Island culture and offers a platform on which to profile and promote Tasmania's innovative, creative, and resourceful character and unique cultural identity. Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

The next Festival is 10 – 19 March 2023.

WHY VOLUNTEER WITH US?

This will be a unique opportunity to deeply get involved in various arts and cultural festival projects in some of Lutruwita/Tasmania's most stunning venues and landscapes. You will be able to gain real experience in the arts and cultural sector, meet like-minded people, contribute to the community in Lutruwita/Tasmania, and even build your skills to put on your resume. Additionally, volunteers will be provided with an exclusive festival t-shirt to keep, a Certificate of Appreciation at the close of your time with the festival, invitations to social gatherings, and more perks to be announced soon!

WHAT EXACTLY DO VOLUNTEERS DO?

Working both indoors and outdoors, before, during and after the festival, there is a role for every ability, schedule, and area of interest. Ten Days on the Island is looking for individuals ready to represent the festival with passion, energy, and warmth.

In 2023, we are looking for volunteers in the following positions:

- Front of House at performing arts programs (Ushering/Ticketing Support)
- Front of House at visual arts programs (Ticketing/exhibition invigilator)
- Event set-up & pack-down
- Carparking marshal
- Office support
- Promotional activities
- General event support

WHEN, WHERE, AND HOW MUCH WILL I VOLUNTEER?

Each volunteer will be rostered between two weeks before and one week after the festival (the week commencing on February 20th from the week commencing on March 27th). Throughout this duration, each volunteer is expected to complete a minimum of three shifts. Each shift will take up to four hours and will be within the region of your choice (Nipaluna/Hobart, Launceston, or North-West Lutruwita/Tasmania). Each roster will be determined based on the needs of the festival and your availability.

ARE THERE ANY SPECIFIC REQUIREMENTS?

Volunteers are required to:

- be between the age of 16 and 80
- have their own transportation to and from their shift
- have a friendly and respectful attitude when working in a team and interacting with the public

Please note that many volunteer roles at the festival can be completed while being seated. However, some roles do require some mobility.

HOW CAN I APPLY?

There are multiple ways that you can express interest in becoming a volunteer with Ten Days. Please choose any of the below options:

- Fill out the digital form on the Ten Days on the Island [Volunteers webpage here](#) – this will get sent directly to our Volunteers Coordinator

- Download the following editable Word version of our [online form here](#) and deliver it to the Volunteers Coordinator in any of the following ways:
 - Email the completed document to volunteers@tendays.org.au
 - Physically mail the filled document to the Ten Days Pataway/Burnie office, addressing the ‘Volunteers Coordinator.’
 - Deliver personally to the Ten Days Pataway/Burnie office.

Ten Days Pataway/Burnie office address: Level 1, Portside Building, 1-3 Spring Street, Pataway/Burnie TAS 7320.

In your application, please take the chance to let us know about your interests and drive behind volunteering with the festival. This will help us get to know you better and match you to projects that we think you’ll love.

I HAVE A QUESTION. WHERE SHOULD I GO TO COUNSULT?

- Email: volunteers@tendays.org.au
- Phone: +61 3 6406 0200
- National Relay Service: We encourage anyone who uses the NRS to contact us at the phone number listed above or via the NRS website [here](#).

INDIVIDUAL VOLUNTEER POSITION DESCRIPTIONS

1. Front of House at performing arts programs (Ushering/Ticketing Support)

As a Front of House volunteer at performing arts programs, you will be doing things such as;

- Pre-show
 - Ticket scanning (ticketed shows only)
 - Notifying patrons of their seat location
 - Handing out brochures
- During the show
 - Monitor entry points
 - Support patrons moving in and out of the venue during the show
 - Monitor and make sure patrons are in a safe and comfortable environment throughout the show
 - Moving patrons through interactive spaces
- Post-show
 - Support patrons exiting the event site
 - Make sure the event site is tidy and there are no lost items
- General
 - Greet patrons and make sure they feel welcomed
 - Answering various questions from patrons
 - Provide specific accessibility support for patrons

In most cases, this role can be completed while being seated although some specific instances do need some mobility. If you have mobility requirements, we will be able to discuss the possibilities of rostering positions that do not require any mobility. Most of the programs will be indoors, but there are some outdoor programs.

2. Front of House at visual arts programs (Ticketing/exhibition invigilator)

As a Front of House volunteer at visual arts programs, you will be doing things such as;

- Ticketing
 - Ticket scanning (ticketed shows only)
 - Tell patrons do & don't (photo taking, eat & drink etc.)
 - Handing out brochures
- Invigilator
 - Monitor art spaces and ensure patrons are safe and comfortable environment while artworks are in a safe situation
- General
 - Greet patrons and make sure they feel welcomed
 - Answering various questions from patrons
 - Provide specific accessibility support

In most cases, this role can be completed while being seated although some specific instances do need some mobility. If you have mobility requirements, we will be able to discuss the possibilities of rostering positions that do not require any mobility. Most of the programs will be indoors, but there are some outdoor programs.

3. Event set-up & pack-down

As an event set-up/pack-down volunteer, you will be doing things such as;

- Set-up
 - Furnish the event site according to program requirements (Ex. Building temporary stages, putting out chairs, bringing in specific equipment etc.)
 - Decorate the event site
- Pack-down
 - Deconstruct everything the festival did

- Ensure the site has returned to its original state

This position will require moving around heavy stuff and some physical work. The work could take place indoors or outdoors.

4. Carparking marshal

As a carparking marshal volunteer, you will be doing things such as;

- Direct patrons driving to the event site and assist in safely parking vehicles
- Answer questions and provide customer services

This position will likely be outside and require standing for a considerable length of time.

5. Office support

As an office support volunteer, you will be doing things such as;

- Organize documents and equipment
- Photocopying
- Sort letters and parcels
- General computer duties
- Organize specific sets of items such as nametags, programs and signages to bring/send to each venue

This position will be based in the Ten Days office in Burnie.

6. Promotional activities

As a promotional activities volunteer, you will be doing things such as;

- Brochure and poster distribution
- Letter drops

The location of this position could be spread across the island depending on the festival's needs. This role will involve some walking (no driving).

7. General event support

As a general event support volunteer, you will be doing things such as;

- Personal assistant to stage and site managers
- Shadow project installations
- Provide extra support to the position described above

Thank you very much for being interested in joining the Ten Days team. We can't make this festival happen without your support. We are all looking forward to hearing from you.