



Wingham Akoostik Music Festival 2021

VOLUNTEER ROLE DESCRIPTIONS

FESTIVAL VENUE: Wingham Showground, 1292 Gloucester Road, Wingham

Descriptions of volunteer roles at the Akoostik Festival

The Akoostik Festival makes every effort to assign roles so that the needs of the Festival and the capabilities of the volunteers are matched.

Build Team Tuesday/ Wednesday/ Thursday/ Friday

- On site build of bar and backstage areas.
- Set-up traffic, parking barriers signage
- Place signs around festival – directional, parking
- Placing bins
- Set-up marquees
- Setting up / checking toilet areas
- Solar lighting placed
- Flags banners and bunting placed
- Cleaning pavilion, tea rooms and merch shack
- Setting up Merch shack
- Set up entry gates Gloucester Road and Rouse Street

DÉCOR Team Wednesday/Thursday/ Friday/ Sunday

- Décor in festival space
- Assist in festival décor, decorate site as directed, erect flags and banners
- Pack down décor items

PACK-DOWN Sunday/ Monday

- Pack-up equipment
- Collecting rubbish
- Dismantle fencing
- Pack down marquees
- Take down Corflute posters and banners from road
- Check items against asset list, and place back in to container
- Taking down solar lights, flags, banners and bunting
- Cleaning pavilion, tea rooms and merch shack
- Packing down merch shack and Gloucester Road and Rouse Street gates

GROUND CREW /SITE CONTROL Friday/ Saturday/ Sunday

As required:

- Assist with traffic control and parking
- Provide directions to stallholders, performers, volunteers
- Campsite direction
- Assist with gate control
- Check if Rubbish bins are overflowing



FESTIVAL GATES and TICKETING Friday/ Saturday/ Sunday

- Meet and greet patrons
- Sell Tickets and attach wrist bands
- Distribute programs and survey forms
- Provide general information and directions
- More specific written information will be provided at induction

FESTIVAL MERCH TENT Friday/ Saturday/ Sunday

- Sell Festival and performer merchandise – CDs, Books, Shirts
- Set-up & stock merchandise shop
- Use cash systems

FESTIVAL VOLUNTEER FOOD Saturday/ Sunday

- Set-up & assist in food preparation in Tearooms
- Follow safe food handling procedures

ARTIST HOSPITALITY and STAGE ASSISTANTS Friday/ Saturday/ Sunday

- Assist set-up of backstage area and lug in lug out of Stage gear
- Ensure water kept maintained in backstage area
- Keep backstage area tidy, rubbish picked up
- Assist Artist Liaison where required

STALLHOLDER ASSISTANT Friday/ Saturday/ Sunday

- Assist with Stallholder bump-in & bump-out
- Manage stallholder traffic onsite
- Liaise with stallholders and troubleshoot where necessary