

## POSITION DESCRIPTION

### SCHOOLFEST, COMMUNITY, ACCESSIBILITY & INCLUSION VOLUNTEER

Tāwhiri is the creative force behind the **New Zealand Festival 21 February -15 March 2020**. We also produce festivals and experiences in Wellington including Second Unit, Wellington Jazz Festival and Lexus SongQuest. The New Zealand Festival of the Arts is New Zealand's biggest celebration of cutting-edge arts. It takes place within Wellington's cultural community and is a major feature of New Zealand's creative landscape.

#### PURPOSE OF THE POSITION

The Accessibility, Community and Education Team (ACE) requires volunteer support in the management and delivery of the Festival's Accessibility, Community and Education programmes.

Our **Access & Inclusion** programme is our arts accessibility programme, primarily offering access to members of the community who may be Deaf or Blind, providing audio description, touch tours, and New Zealand Sign Language performances.

**SchoolFest** is our education programme with schools. It involves school groups from Wellington and throughout New Zealand attending Festival shows and events.

Our **community** *Urban Hut Club* installation takes place along the Kāpiti Coast.

#### WHAT KIND OF PERSON ARE WE LOOKING FOR?

- Experience and interest in engaging with young people, Kāpiti communities and/or accessible audiences
- A good communicator and a good listener
- Confident and able to use initiative, to 'think on your feet'
- Able to remain level headed in a busy environment
- Reliable, with excellent time management and punctuality

#### RESPONSIBILITIES VARY BUT WILL INCLUDE:

- Assist with meeting and greeting schools at venues for performances and distributing tickets.
- Assist with meeting and greeting workshop participants at venues for workshops. Workshop participants could include, but not be limited to; high school & tertiary students, arts industry professionals and the general public
- Usher school groups from buses to venues and assist venue ushers with seating groups inside the venue.
- Assist with compiling event kits for *SchoolFest* events eg. first aid kit, tickets, signage etc.
- Become familiar with the *SchoolFest* and *Access & Inclusion* programmes to be able to answer any questions from the general public, schools and other attendees.

#### SUPPORT

In all volunteer situations there will be at least one Festival staff member onsite

### **TRANSPORT**

You will be expected to make your own way to Festival events, except for events in the Greater Wellington Region where transport will be provided by the Festival. You will not be required to drive as part of your role as a volunteer.

### **TIME COMMITMENT**

*We ask that volunteers can commit to a minimum of five (5) shifts so please bear this in mind when you apply.*

- Shifts take place on weekdays, weeknight and weekends and include day-time and evening performances.
- Shifts will be no more than 5 hours each shift. Please indicate in the application form which times work for you.
- Locations are largely in Wellington Central but in some cases the Kāpiti Coast, Porirua and Lower Hutt.

### **VOLUNTEER BRIEFING**

There is a briefing session for volunteers on **Tuesday 11 February at 6.30pm – 8pm**, which you will need to attend to run through various requirements and procedures including Health and Safety. These will also serve to introduce you to the Festival team who can answer any questions you have.

### **WHAT WE OFFER:**

Festival volunteers will receive:

- 2 x complimentary tickets to a Festival show (some exclusions apply) and access to ticket offers
- A Festival T-shirt
- Fun times as part of the 2020 Accessibility, Community and Education team 😊
- Many Festival volunteers have gone on to work in paid positions at various festivals, so it's a great way to gain more experience for those interested in working in the arts and events

### **TO APPLY:**

Please complete our [online form](#) to register your interest in being one of our superstar Festival volunteers! You can also register for other New Zealand Festival volunteer roles at the same time.

We cannot guarantee there will be volunteer positions available for everyone who submits an online registration form.

**Please note:** *You must be over 18 years of age and have a clean police record.*