

23rd October 2016  
Melbourne Showgrounds



## Art Zone Manager Position Description

### Brief

The Roving Performers Coordinator is responsible for the sourcing and managing of roving performers for World Vegan Day

### Work Flow

#### Reports To

- Design Manager

#### Manages

- Volunteers for the art show
- Artists

#### Works With

- Volunteer Co-Ordinator
- Marketing and Website Co-ordinators
- Production Manager
- Event Manager
- All other entertainment area coordinators

### Key Duties

- Research suitable performers
- Find out budget
- Contact performers
- Select the most suitable candidates
- Create contact database
- Maintain contact with organised performers
- Write up a schedule and running sheet
- Compile a bio and photo of all performers

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- Compile list of technical and equipment requirements of each performer
- Send all relevant information to Marketing
- Liaise with website coordinator in regard to website updates & procedures/deadlines.
- Work with Event Manger to program performers arrival times in conjunction with overall event schedule
- Schedule & document running sheet including set up/down of each performer
- Notify Event Manger with bumping sheet timetable
- Notify supplier's of technical equipment specs/additional requirements for each performer and full running sheet when compiled

#### **At event**

- Ensure performers sign in and take on site orientation at arrival
- Ensure performers unload equipment and have equipment to area on time.
- Ensure each performers starts and finishes when scheduled
- Be on hand to rectify any technical issues
- Regularly check the area to remove rubbish and any hazards throughout the event
- Notify Production via Info tent if generator fuel runs low or any power/lighting/infrastructure issues
- Be on hand to meet performers and attend to their needs on.
- Have fun!

#### **Post Event**

- Thank all Act/Artist on behalf of World Vegan Day via email/letter
- Send out feedback questionnaire
- Compile questionnaire and send to management (as directed)
- Have more fun knowing you did an awesome job
- Send back small event report detailing what went well and what could be improved upon

### **Financial Remuneration**

We are a not for profit group made up of volunteers.

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We are sure you'll feel rewarded in seeing a healthy and compassionate lifestyle promoted to our local community – and feel a sense of pride in delivering one of the best vegan festivals in the world. Hopefully you'll meet some great people along the way, and maybe leave a positive impression of veganism with someone on the day.

Unfortunately our shoe-string budget doesn't allow us to buy you lunch or pay for your costs in getting to the event.

## Support

This role is very demanding of your time so when you feel that you are falling behind, please contact the event manager for help. We're a very supportive team and enjoy helping and supporting each other.

## Contact

Please contact [volunteers@wvd.org.au](mailto:volunteers@wvd.org.au) if you are interested in this position or pass this onto someone that would love to help out our festival.