



Position Description

Setup/Packup Co-ordinator

Summary

Make sure setup and packup of the festival is organised and adequately staffed.

Key responsibilities

Ensure all setup and packup tasks:

- Are identified on a masterlist
- Have an indication of how long they will take and number of volunteers needed
- Are allocated to volunteers
- Are resourced with required equipment
- Are carried out in a safe manner

Skills required

- Team co-ordination
- Equipment/display materials co-ordination
- Appropriate communication with venues
- Care and due attention to maintain all resources in good order

Tasks and timeline

| Date | Tasks/deadlines |
|----------------------------|---|
| May-June | Reporting/liaison/attendance at Festival Committee meetings as requested. |
| May | Meet with Festival Manager to draft setup/packup masterlist. Send list of volunteers needed to Volunteer Co-ordinator. |
| June | Liaise with Volunteer Co-ordinator to ensure sufficient volunteers are confirmed. Liaise with Signage Co-ordinator to confirm what signs will need to be put up by setup/packup team. (Some signs are put up 2 weeks prior, these will be arranged by the Signage Co-ordinator). |
| 2 weeks before festival | Allocate tasks to volunteers and communicate details to those volunteers. Work with Volunteer Co-ordinator to secure additional volunteers if required. Check with Sponsorship Co-ordinator for details of any sponsor materials to be displayed. Arrange delivery or purchase of any resources, e.g: bunting/photos/signs. |
| A few days before festival | Ensure access to all venues has been arranged for setup and packup including key collection. |
| Friday of festival | Co-ordinate setup of all festival venues, including bunting, banners, chairs, reception tables as detailed in the masterlist. |
| During festival | Monitor all display items for damage. |
| Monday after festival | Ensure removal and safe storage of all display items. Ensure all venues are left clean and tidy as found. |

Estimated time commitment

20 hours

Reports to

Festival Manager

Liaison with

- Signage Co-ordinator
- Volunteer Co-ordinator
- Sponsorship Co-ordinator
- Technical Co-ordinator

Resources required

- Hardware e.g. cable ties, blu-tack, tape
- Ladders
- Photos, bunting, signs, banners, flags, poles
- Setup and packup teams

Documentation

- Setup/packup task masterlist
- Volunteer roster