



Position Description Signage Co-ordinator

Summary

Look after signage in the festival precinct, including printed programs.

Key responsibilities

Ensure promotional signage (banners, corflutes and laminated signs) in the festival precinct:

- Have correct artwork
- Are ordered/printed and put up in a timely way
- Are safe
- Are put up with permission from venues
- Are taken down after the festival and stored correctly or disposed of responsibly.

Skills required

- Accuracy and detail checking
- Basic knowledge of artwork requirements for commercial printers
- Team co-ordination
- Appropriate communication with venues
- Care and due attention to maintain banners etc in good order

Tasks and timeline

Date	Tasks/deadlines
May-June	Reporting/liaison/attendance at Festival Committee meetings as requested.
May	Confirm details to be included on signage with Festival Director and/or Festival Manager.
June	Order signage. Organise stickers for signage updates where needed. Get permission from venues to put up signage.
2 weeks before festival	Organise team to put up banners and corflutes on RSL, Scout Hall, Bowls Club, Substation. Over-sticker where necessary.
A few days before festival	Confirm final program, get artwork from graphic artist, arrange for printing/photocopying of programs, organise for printing and laminating of laminated signs. Liaise with Setup/packup co-ordinator about what goes where and volunteer needs for signage setup.
Friday of festival	Put up canopy banner, put up laminated signs, put up flags, deliver printed programs. (This may not be necessary if clear instructions have been given to Setup/packup Co-ordinator).
During festival	Ensure all venues have a supply of printed programs. Deal with any signage issues, e.g. wind damage, safety concerns.
Monday after festival	Co-ordinate safe removal of signage, safe storage or responsible disposal. (This may not be necessary if clear instructions have been given to Setup/packup Co-ordinator).

Estimated time commitment

20 hours

Reports to

Festival Manager

Liaison with

- Festival Committee
- Setup/packup Co-ordinator
- Sign printers
- Promotions and Marketing Co-ordinator

Resources required

- Hardware e.g. cable ties, blu-tack as per Signage Guide
- Signs, banners, flags, poles
- Setup team for putting up banners/corflutes 2 weeks before festival
- Computer & printer, paper, laminator

Documentation

- Signage Guide
- Setup/packup Co-ordinator