

SYDNEY FOLK FESTIVAL 2023 – Brief Job Descriptions

VENUE MANAGER

A Venue Manager and one (or more) Assistants will be assigned to each venue. The Venue Manager is responsible for the smooth running and appearance (tidiness etc) of their venue throughout the Festival. The Venue Manager (or their Assistant) checks in at the start of each performance to make sure all is in order – performers, sound, MC, volunteers etc. The Venue Manager also liaises regularly with the staff employed by their venue and “trouble-shoots” any problems that may arise.

MC

The MC introduces each act and makes sure that the performance runs to time.

STAGE MANAGER

The Stage Manager looks after the Green Room (including instrument security), makes sure the artist/s are ready to go on stage for their set and sets up the stage between acts, including helping the artists to move their instruments, if required.

BOX OFFICE

Box Office staff are responsible for answering questions from patrons, selling tickets, issuing wristbands, distributing programs, selling raffle tickets, & other general office duties. Cash handling / credit cards/ customer service experience would be very helpful.

WRISTBAND CHECKING

Wristband checkers are assigned to each venue to ensure that only those who have valid tickets can enter.

PRODUCTION SUPPORT

The Production Support team is responsible for 101 jobs over the course of the Festival, including unloading & loading instruments, making running repairs to infrastructure & equipment, directing traffic, moving boxes etc etc. You name it, they'll do it!

SET UP / PACK DOWN

Able-bodied helpers are required to set up the Festival venues (Friday) and to pack down on Sunday afternoon/evening.