



Volunteer  
Registration  
Form

Registration Information

First and Last Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Are you between the age of 18 and 80? Required for insurance

Yes  No

Do you have a current driver's license?

Please provide a copy of both sides of your license.

Yes  No

License Number: \_\_\_\_\_

Do you have a current RSA Certification?

Please provide a copy of both sides of your RSA Card.

Yes  No

RSA Number: \_\_\_\_\_

Have you volunteered at any other Music Festivals in NSW? If so, please note which Festivals and Jobs volunteered

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Do you have any medical conditions? If so, please describe below

Yes  No

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### Emergency Contact Details

First and Last Name: \_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

T-shirt Size:                      Sml  Med  Lg  XL  2XL

Please Indicate the times you are available:

Friday 20/7/2018

6am-10am     10am-2pm     2pm-6pm

Saturday 21/7/2018

6am-10am     10am-2pm     2pm-6pm     6pm-10pm     10pm-1am

In what areas of the Jamberoo Music Festival are you interested in Volunteering?

Site Control/Traffic                       Crowd Movement & Flow                       Patron Services

Ticket Office/Merchandising                       Market Setup & Pack Down     Venue Door Person

Courtesy Bus Driver                       Stage Management                       Patron Services

RSA Marshall       Pre-event set up       Volunteer Registration   
Poets Breakfast Registration       Poets Breakfast Organisation       Stage MC

How did you hear about the Jamberoo Music Festival volunteer program?

- Festival Facebook Page
- Festival Website
- Radio
- Newspaper
- Visitor Information - Destination Kiama
- Referral Family/Friend
- Other Social Media Channel

### Volunteer Declaration

I declare that the information I have provided is true and correct. I understand and agree to the following conditions of volunteering:

- a) No monetary payment will be made to me by Jamberoo Music Festival
- b) For my time, Jamberoo Music Festival will provide me with one wrist band for Jamberoo Music Festival and a volunteer T-shirt
- c) I will wear my volunteer T-shirt for my required shift
- d) I will be covered by the Jamberoo Music Festival Public Liability Insurance while volunteering only, even if I choose to remain in my volunteer T-shirt while attending the Festival as a ticket holder
- e) Should an accident occur with myself or I witness any such accident or incident, it will be referred to my direct Supervisor immediately
- f) I will carry a Jamberoo Music Festival contact card at all times during my volunteer shift/s
- g) I will register at the Jamberoo RSL Hall 30 minutes prior to my volunteer shift, to register and be briefed on location and duties
- h) If driving the Courtesy Bus, I will hold my current drivers license with me at all times
- i) If providing volunteer services related to RSA, I will hold my RSA card with me at all times
- j) I am prepared to attend a compulsory induction at Club Jamberoo on Thursday July 20th 2018 at 7pm

I agree to return all documents prior to the event by July 7th, 2018 to:  
[director@Jamberoomusicfestival.com](mailto:director@Jamberoomusicfestival.com)

I acknowledge the right of the Jamberoo Music Festival to verify any information provided by me.

\_\_\_\_\_ Volunteer Name:  
\_\_\_\_\_ Volunteer Signature:  
\_\_\_\_\_ Date:

Please send your completed application to:  
Erica Warren Director,  
Jamberoo Music Festival  
ABN: 983 61 661 226  
Email: Director@jamberoomusicfestival.com  
Post: Jamberoo Music Festival  
22 Drualla Rd  
JAMBEROO NSW 2533

### Volunteer Job Descriptions

There are a number of tasks for volunteers, all with varying responsibility. These are generic descriptions to assist you in choosing a position that best suits your abilities and previous experience. Please see below to see descriptions of these roles.

Stage Manager	Ticket Office/Merchandise
Courtesy Bus Driver	Venue Door Person
RSA Marshall	Pre-Event Set Up (Friday)
Patron General Services	Site Control/Traffic
Volunteer Registration Desk	Survey Collectors
Poets Breakfast Registration	Poets Breakfast Organisation
Market Set Up	Market Pack Down

### Stage Manager

- MC Concerts
- Venue Management
- Provide Announcements to audiences
- Liaise with performers, sound persons & MC
- Ensure concerts/events keep to running sheet times
- Ensure venue is tidy, rubbish collected, chairs stacked
- Assist with stage setup, chairs, tables, instruments

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 3

Reports To: Production Manager (Kane)

### Survey/Feedback Staff

- Talk to attendees
- Complete surveys
- Gain feedback and thoughts from attendees
- Gain feedback from Artists

How Long: 2 hour shifts

Which Venue: All venues, Markets and Main Street

How Many Required: 4

Reports To: Director (Erica)

### Festival Ticket Office/Merchandise

- Meet and Greet Ticket Holders
- Collect tickets and issue wrist bands
- Sell Festival Tickets and issue wrist bands
- Sell Festival Merchandise and record sales
- Record ticket sales
- Provide general information
- Provide Map and Program Information
- Maintain Message Board
- Use eftpos and cash register
- Assist with stage setup, chairs, tables, instruments
- Direct Artists to venues and advise of load in/load out parking

How Long: 4 hour shifts

Which Venue: RSL Hall

How Many Required: 4

Reports To: Director (Erica)

### Courtesy Bus Driver

- Drive 12 seater courtesy bus from Jamberoo to Kiama
- Collect ticket holders from Kiama to get to Festival

- Follow road rules
- Answer general Festival questions and advise of Venue locations
- Ensure customers leave Festival in a timely manner

How Long: 4 hour shifts

Which Venue: NA

How Many Required: 3

Reports To: Director (Erica)

Venue Door Person

- MC Concerts
- Venue Management
- Provide Announcements to audiences
- Liaise with performers, sound persons & MC
- Ensure concerts/events keep to running sheet times
- Ensure venue is tidy, rubbish collected, chairs stacked
- Assist with stage setup, chairs, tables, instruments

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 3

Reports To: Production Manager (Kane)

RSA Marshall

- Check ID for guests drinking alcohol that appear under age 25
- Observe ticket holders and ensure responsible drinking
- Remove any intoxicated person
- Ensure smokers are in smoking area
- Liaise with ticket holders if issue occurs
- Ensure venue is tidy, rubbish collected, smoking area cleaned

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 3

Reports To: Director (Erica)

Pre-Event Set Up (Friday)

- Erect signs as directed
- Set up Selfie Location with JMF sign and hay bales
- Assist in venue set up
- Assist in stocking bathroom supplies at RSL, Youth Hall & School of Arts
- Assist in set up of Merchandise and Ticket Venue
- Assist with stage setup, chairs, tables, instruments

How Long: 6 hour shifts

Which Venue: All venues

How Many Required: 6

Reports To: Production Manager & Director (Kane & Erica)

#### Guest General Services - Main Street

- Assist ticket holders with program, map and venue services and directions
- Provide information to guests relating to toilets, parking, directions
- Ensure concerts/events keep to running sheet times
- Monitor Pedestrian safety
- Ensure venue is tidy, rubbish collected,

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 6

Reports To: Director (Erica)

#### Site Control/Traffic/Crowd Flow and Movement

- Assist with traffic control
- Assist with parking control
- Provide directions to campers, performers, volunteers
- Monitor Pedestrian safety
- Ensure concerts/events keep to running sheet times
- Ensure venue is tidy, rubbish collected, chairs stacked
- Assist with stage setup, chairs, tables, instruments

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 4

Reports To: Director (Erica)

#### Volunteer Registration Desk

- Register volunteers
- Brief volunteers on site layout
- Brief volunteers on Emergency procedures
- Answer volunteers enquiries
- Communication site for volunteers

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 4

Reports To: Director (Erica)

#### Poets Breakfast Registration

- Register poets
- Advise poets of run
- Provide list of poets to MC
- Liaise with poets, sound persons & MC
- Provide breakfast purchase prices, information and location
- Ensure poets breakfast keep to running sheet times
- Ensure venue is tidy, rubbish collected, chairs stacked

How Long: 3 hour shift

Which Venue: Club Jamberoo

How Many Required: 3

Reports To: Director (Erica)

#### Poets Breakfast Organisation

- Assist with setup, chairs, tables etc
- Liaise with MC and poets
- Provide Announcements to audiences
- Provide information to guests regarding run of breakfast
- Promote RFS Breakfast and Club Jamberoo
- Liaise with performers, sound persons & MC
- Ensure Poets Breakfast keep to running sheet times
- Ensure venue is tidy, rubbish collected, chairs stacked

How Long: 4 hour shifts

Which Venue: Club Jamberoo

How Many Required: 1

Reports To: Director (Erica)

#### Market Set Up

- Direct stall holders to their site
- Ensure vehicles are removed from Reid Park prior to Market start time (8am)
- General assistance to stall holders
- Ensure venue is tidy, rubbish collected
- Assist with stage setup, chairs, tables, instruments

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 3



Reports To: Production Manager (Kane)

#### Market Pack Down

- Direct stall holders from Reid Park to ensure safety
- Ensure safety of attendees and stall holders during pack down
- Assist in traffic movement of stall holder vehicles
- Liaise with performers, sound persons & MC
- Ensure all stall holder equipment is taken with stall holders
- Ensure venue is tidy, rubbish collected

How Long: 4 hour shifts

Which Venue: All venues

How Many Required: 2

Reports To: Director (Erica)