

# **VOLUNTEER ROLES AND RESPONSIBILITIES**

## **Sŵn Festival Music Conference 2019**

### **Position**

Sŵn Festival Music Conference Events Co-ordinator Volunteer

### **Who the position reports to**

Conference Co-ordinator / Venue Rep

### **Location**

Atrium Campus, University of South Wales, Adam Street, Cardiff. CF24 2FN

### **Availability**

17th October 2019: 9am - 6pm / 5pm - 9pm

18th October 2019: 9am - 6pm

Must be available to work at least two out of three shifts and to attend scheduled meetings leading up to the festival

### **Brief description of position**

As a Music Conference volunteer at the Sŵn Festival Music Conference 2019, you will be a key part of the conference for guests, speakers and venue staff. You will be assigned an area and schedule ahead of the festival based on your availability.

### **Responsibilities**

- Welcoming guests on the day
- Providing clear information for FAQ's when asked
- Assisting the Conference Co-ordinator wherever needed
- Assist in the dressing / un dressing of the rooms
- Liaising with any guest speakers or panelists to ensure they know where to be and when
- Representing Sŵn in a professional and friendly manner as the first point of contact for most of the conference guests
- Ensuring the smooth running of the day

### **What we're looking for**

- Some events experience
- Keen interest in festivals and events
- Good time keeping
- A pro-active approach at identifying issues before they arrive
- Excellent communication skills

### **What you can get out of it**

- Organisational skills
- Event/venue management
- Problem solving
- Communication skills

[\*\*APPLY HERE\*\*](#)