



Old Bar Beach Festival Volunteer Jobs

Happy – Self Confidence – Relationships – Skills – Health – Passion

Thank you for considering volunteering for the Old Bar Beach Festival. Whatever time you can spare to help us host this iconic event will be much appreciated.

Listed below are descriptions of each of the volunteer jobs available for the 2019 festival. The descriptions are to help you understand the commitment and the type of work that is required for each job type and hopefully they will help you find the job that suits you best.

The festival volunteer group is a diverse group of more than 100 people. By volunteering at this event you have a great opportunity to form new friendships and meet and work with people you may never otherwise have met. Volunteering makes you a happier person. We will do our best to make this event as fun and as fulfilling as possible for all our volunteers.

As well as all that fun and happiness, we will provide you with: a safe work environment; appropriate training and support for your job, work health and safety induction; voluntary workers compensation; “Friends of the Festival” membership; a post festival function and a team uniform. (Note that last year’s volunteer shirt is generic, so unless you’ve loved it to death, misplaced it or sold it for a figure you couldn’t refuse, we’d like you to use it again this year. Not because we’re stingy, but because we’re trying to reduce the clutter in your wardrobe, save the environment and cut some costs. OK, we are stingy).

We are also registered as a provider of volunteer work with Centrelink and are happy to report your volunteer hours.

We look forward to working with you at the Old Bar Beach Festival in 2019.

Jobs List

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Operations Bump-In

The operations bump-in commences a couple of weeks out with erection of signage promoting the festival. However, the job really starts on the Tuesday before the festival with tent pickup and then is flat out by Friday with thousands of things to do.

The bump-in operations team have their own roster based on availability and abilities. The team consists of volunteers who just do this task as well as other volunteers who are available to help during the bump-in period. The more the merrier, but don't be put off if nobody gives you direction. Please ask for it or just jump in and start helping.

Operations bump-in can be physically hard work. The more helpers we can find the better and everyone's effort is appreciated.

The operations team are assisted by contractor "OutsideIN".

Operations tasks:

- Collection of tents.
- Line marking for market stalls, food stalls, carparks and camp sites.
- Setup of tents.
- Erection of fencing.
- Erection of signage and sponsor banners.
- Erection of fence scrim.
- Installation of paper towel and soap in the bathrooms.
- Setup of bar area and food court area.
- Installation of event flooring.
- Setup site fencing and scrim.



Early morning bump-in.

When we say early we mean early, 5am. This job allows you to get your volunteering over before the Festival starts. A good understanding of the festival layout is required and a walk around on the day before will help you know where to put people during a frantic time in the morning

- The job is to help all the marketeers; food vendors; sponsors; clubs; and exhibitors find their sites and ensure their paperwork is in place.
- There is a single shift, 5am to about 7:30 (until all the sites are full)
- Volunteers are located at the West Gate (tennis court carpark) or the East Gate (The festival main entrance near the airstrip).

There are three positions for volunteers in this job:

1. Direct participants to the appropriate gate (East or West).
2. Check off participants name, site number, and site their insurance certificate if it has not been provided prior.
3. Escort participants to their sites.



Operations During

During the event there are always things to do. The small operations team is responsible for fixing things, stocking consumables and changing things on the go as required. There are usually left over tasks from bump-in to complete on the morning of the festival. There is no roster and the team work all weekend, but there is plenty of downtime between tasks.

Operations tasks:

- Setup the merchandise stall.
- Stock supplies for toilets and hand washing/drying
- Runner – Information, stock for gates, printing from office, supplies from shops, fuel for generators
- Maintain fencing as required.
- Maintain cable protection.
- Setup fencing for fireworks.



Classic Car registration and marshalling

This job starts early on Saturday morning at 7am and is a great job for people interested in classic cars. There are two different roles in this job, marshalling and registration that include the following:

Registration

- Greeting the classic car owners.
- Collecting registration number etc and explaining the site terms and conditions.
- Collection registration fees
- Shifts here are generally about 7am to 11am.

Marshalling

- Directing classic cars to their parking position.
- Direct Kombis to the Kombi parking area.
- Assisting with parking to ensure site efficiency and appearance.
- Escorting vehicles that need to move (for very good reason) during the Festival hours or when there are people nearby.
- Shifts here are about 2 hours starting at 7am.



Kombi registration and marshalling

This job starts early on Sunday morning at 7am and is a great job for people interested in Kombis. There are two different roles in this job, marshalling and registration that include the following:

Registration

- Greeting the Kombi owners.
- Collecting registration number etc and explaining the site terms and conditions.
- Collection registration fees
- Shifts here are generally about 7am to 11am.

Marshalling

- Directing Kombis to their parking position.
- Assisting with parking to ensure site efficiency and appearance.
- Escorting vehicles that need to move (for very good reason) during the Festival hours or when there are people nearby.
- Shifts here are about 2 hours starting at 7am.



Parking Marshal

A great job if that orange vest suits you or if you just like telling people what to do. We have to say this is not the most prestige job, but it is extremely important, and you will be immensely appreciated for doing a stint here.

There are 497 car parking spaces to fill and refill as efficiently as possible, as well as controlling the tennis club carpark for disabled and support staff parking. Parking has an effect on congestion on Old Bar Road as far back as the highway. The more efficiently we can park people, the better and safer the traffic on Old Bar Road. It also keeps Council, the police and residents happier.

Traffic control will be conducted by a professional traffic control team and they will provide you with support and direction.

The job details:

- Shifts are 2 hours starting at 7am through to 3pm.
- Receive cars from the traffic controllers to a parking area.
- Direct cars to parking spaces.
- Estimate available spaces in an area and communicate to the traffic controllers.
- Be as friendly as possible to event patrons and work with a smile on your face.



PR and Information (Tent)

The info tent is used for volunteer sign on and late inductions and information for volunteers and patrons. Generally, if anyone is going to complain they will come here first. The volunteer coordinator will be based here as well as the information staff.

It is important that volunteers here can provide accurate information about the site, the program and now how and who to contact for when situations arise. That means a bit of research and familiarisation in the lead up to your job.

It is a job where you can sit in the shade and enjoy the entertainment while providing a service to the patrons and other volunteers. Sometimes a seat in the shade and a drink of water is all a volunteer or unhappy patron needs and you can help with this.

Job details:

- Shifts are 3 hours commencing at 7am and finishing at 4pm.
- Dealing with enquirers in a happy and friendly way.
- Providing information to volunteers regarding rosters, the site, contacts etc.
- Providing information to patrons regarding the program, the site, the location of various events, displays and services.
- Providing sunscreen to volunteers and patrons.
- Provide copies of the program and site map to patrons.
- Dealing with complaints diplomatically.
- Looking after lost property.
- Looking after lost children.
- Look after the disabled toilet key.



PR and Information (Gate)

The gate information is very important as it is the first point of contact for people entering the event. The impression they get at the gate can affect their whole experience on the day.

This job is what you make it. If you sit behind a desk and wait for people to ask you something, it won't be much fun. If you get out in front of them and greet them, you can have a great time. That is of course personality dependant.

We reintroduced a gold coin donation to the gate in 2018 after 5 years without it. The donation provides important revenue to the event and we're keen to increase the income from it this year by making it fun or interesting to participate in donating your dollars.

There are two main entrances to the Festival. The east and west gates. Information will be located at each.

(If you did this job last year, we're sorry again. This year you won't be asked to sit under a politician's tent).

Job details:

- Shifts are 3 and 2 hours commencing at 8am and finishing at 4pm.
- Greeting people to the event in a happy and friendly way.
- Providing information to patrons regarding the program, the site, the location of various events, displays and services.
- Providing sunscreen to volunteers and patrons.
- Encouraging patrons to make a gold coin donation.
- Promoting Friends of the Festival.



Merchandise Sales

Merchandise sales can be exciting and busy job particularly on the Saturday of the Festival. The merchandise stall is located near the amenities building at the main field. Merchandise generally sells out and the stall may close early on Sunday.

Merchandise includes t-shirts; hats; stubby holders; and stickers.

Job details:

- The job involves dealing with customers in a happy and friendly way.
- Displaying the festival merchandise.
- You will be required to receive money and give change.
- You may be asked to give advice on sizing and colour.
- Shift durations will be three hours commencing at 8am.
- Festival bands may also request sale of their merchandise. When this occurs, there is a detailed policy for accepting and reconciling the artists merchandise.



Bookshop

The bookshop has another good team environment. The bookshop is a little separated from the Festival site, down in the village shopping area. However, the shop is busy throughout the festival.

The bookshop also opens in the lead-up to the festival commencing on the first Saturday of September. Volunteers that are available to help out over this extended time are also appreciated.

During the event, bookshop hours are 8am to 4pm. Staff organise their own roster.

A knowledge of books and book cataloguing is helpful but not essential.

Bookshop tasks:

- The job involves dealing with customers in a happy and friendly way.
- Book sales.
- Collect money and give change.
- Assisting customers.
- Replacing books in the appropriate place.



Friends of the Festival

“Friend of the Festival” (FoF) was a new initiative established in 2018. Families can join FoF for a fee of \$25 and receive benefits while supporting the future and improvement of the event.

Many market stalls, and food vendors offer discounts to FoF's. FoF's can also get a 10% discount at the official merchandise tent.

The roll of the FoF volunteers to provide information to members and to make them feel important and appreciated.

The FoF tent will include a couple of chairs for friends to take a break and chat with the volunteers, water, maps and programs. FoF's will also collect their lanyards from this tent.

Volunteer tasks:

- Sifts are 3hrs starting at 8am and finishing at 5pm.
- Greet patrons wanting to join as friends.
- Collect membership donations and give change when necessary.
- Check off members and provide their lanyards.
- Provide information and maps on the participating stalls.
- Talk with friends and thank them for their contribution to the festival.



Patron Surveys

This job provides us with valuable information about our audience. The data is use for future strategies to make sure our event continues to improve. It is also valuable information when trying to get government grants, assistance from Council and secure sponsors.

This job lasts all weekend long, but rather than putting hours on it, we set a target for you to talk to and survey, 250 random people over the weekend. These people could be standing in a queue, enjoying the entertainment or working in a stall. The idea is to get a cross section of the audience rather than a group of similar people.

The survey is tablet/phone based and includes some simple questions. It isn't hard to do and everyone that does one gets a festival sticker.

Job details:

- Survey 250 random patrons using a tablet or phone-based survey system over the festival period.
- Reward surveyed patrons with a festival sticker.
- Approach patrons in a polite and friendly way and encourage them to participate.



The Beach Bar

The bar is a great place to work in a close team environment. At times the bar is very busy. You may have to work quickly to keep up with demand.

There are several jobs in the bar that may suit different people. Some of the jobs require a “Responsible Service of Alcohol” certificate and some don’t.

You will be managed by the bar manager and/or licensee and must abide by their directions as we must ensure we comply with legislation and the safety of our patrons.

The different roles are described below:

Drink Ticket Sales (RSA Required)

- Be happy and friendly.
- Ensure responsible service of alcohol and abide by the licensee/managers directions.
- Check patron ID where required.
- Ensure patrons are not intoxicated before they are served.
- Sell drink tickets (various products and prices).
- Collect money and give change.
- Report incidents to the licensee and record in the incident register.

Service (RSA Required)

- Be happy and friendly.
- Ensure responsible service of alcohol and abide by the licensee/managers directions.
- Check ID where required (tickets may have been passed onto someone else).
- Collect drink tickets and serve drinks.
- Report incidents to the licensee and record in the incident register.

RSA Marshal (RSA required)

- Patrol the licensed area and the service area.
- Identify any identify intoxicated, violent, quarrelsome or disorderly patrons and deal with them in the appropriate manner.
- Identify under aged drinking or third-party supply of alcohol to minors.



- Deal with persons identified above in accordance with the Office of Liquor Gaming and Racing “Intoxication Guidelines” and direction from the licensee.
- Liaise with security staff when required.
- Assist in collecting empties and unattended drinking vessels as required.
- Report incidents to the licensee and record in the incident register.

Bar support (RSA not required)

- Stock eskies and manage stock back of house.
- Service eskies with ice and drain water when required.
- Remove packaging and bottles and place in appropriate recycling receptacle.
- Stock plastic cups, and other service materials.
- Wipe bars when required.
- Collect empties and unattended drinking vessels as required.



Clean-up.

The last thing any of us want to do on Monday morning is clean up the site. However, it must be done. Over the event rubbish that doesn't make it to a bin blows around the site into the carparks, air field and sports fields. There are also those small bits and dropped food that needs to be cleaned up, so the site is left in a better state than how it was when we took possession.

There is also a clean-up on Saturday night after the fireworks finish. We need to pick up as much rubbish as possible, stack the chairs under cover and get the site ready to open again on Sunday morning. We also do a quick clean up on Sunday evening to make Monday easier.

Monday's clean-up starts at 9am and we try for bbq lunch around 1pm. The job finishes when done.

Clean-up tasks:

- Pick up rubbish Saturday night.
- Stack chairs Saturday night.
- Quick clean-up Sunday evening.
- Pick up rubbish from site and surrounding area Monday morning.
- Pick up rubbish from fireworks launch area.
- Switch over to bump-out operations



Operations Bump-Out

The operations bump-out commences at completion of the event. A lot of the work is completed on Monday, with a late start after 9am. OutsideIN come in to assist on the Tuesday. Bump-out is usually completed on Tuesday afternoon.

Like bump-in, this job can be quite physical. The more helpers the easier it is.

Operations tasks:

- Pull tents down and return or pack away.
- Clean and dry tents if required.
- Demolish fencing for collection.
- Demolish signage and store or return.
- Demolish flooring, clean and store.
- Demolish fence scrim and store.
- Remove bathroom accessories and store.
- Pack away bar and food court.