SYDNEY WRITERS’ FESTIVAL
VOLUNTEER INFORMATION SHEET

The following information is intended as a short guide for those who are interested in volunteering at Sydney Writers’ Festival in 2018. It contains details of where and when the festival will be held, what your role as a volunteer might include, approximate shift times, and everything you need to know if you want to apply to join the 2018 volunteer team.

You are welcome to send an email to SWF via the ‘contact us’ portal on our website to register your interest in volunteering. We will save your contact details and send you an email when applications open.

THE 2018 FESTIVAL LOCATION

Carriageworks will be the main Festival hub, with events in multiple venues throughout each of the four main Festival days.

Address: 245 Wilson St, Eveleigh NSW 2015
Train Stations: Redfern (8min walk), Macdonaldtown (10min walk), Newtown (20min walk)
Bus Stop: Codrington Street at City Road (7min walk)
Parking / Taxi: Entrance at 229 Wilson St (opposite Queen St)

Seymour Centre will be a secondary hub (8minute walk from Carriageworks), operating much as Roslyn Packer Theatre has done in the past, with events in multiple venues throughout each of the four main Festival days.

Address: Corner Cleveland Street and City Road, Chippendale NSW 2008
Train Stations: Redfern (10min walk), Macdonaltdtown (20min walk), Central (20min walk)
Bus Stops: City Road after Cleveland Street (2min walk), Cleveland Street near Beaumont Street (3min walk)
Parking: Shepherd Street multi-storey carpark on corner of Cleveland & Shepherd Streets (access via Level 3 carpark)

Major events will be held at Town Hall, City Recital Hall, Roslyn Packer Theatre, Parramatta Riverside Theatres, and Chatswood Concourse throughout the week.

Numerous suburban libraries throughout Sydney will host events during the week.

Workshops and School Days  locations to be confirmed.
WHEN WILL SWF 2018 BE HELD?

Officially, the festival runs from Monday 30th April to Sunday 6th May. However, with workshops on April 28-29th and School Days events carrying over until May 7-8th, the Festival is actually four days longer this year.

This means that for our team, the Festival runs from 28th April to 8th May.

You can expect Workshops and Suburban events to start on the first weekend (limited volunteer roles available), then School Days and our Major Night events to start mid-week, followed by the main four days of the festival (where 80% of volunteer help is required) from Thursday 3rd May – Sunday 6th May, finishing up with the final two School Days events on the following Monday & Tuesday.

All volunteers will be expected to attend a compulsory orientation session on Saturday 14th April (TBC) where you will be inducted into your role as a volunteer and provided with a tour of Carriageworks and the Seymour Centre (including walking between the two sites).

WHAT A VOLUNTEER ROLE ENTAILS

We often say that Volunteers are the face of our festival. As a volunteer, you will guide and answer questions from our attendees throughout each day. First and foremost, you must be able to give correct information to guests about where they can find the different stages, box offices, bookstores, bathrooms and café spaces at each of the Festival hubs.

In addition to this role as an information provider, you will be given a roster which assigns you tasks to do during your shifts. You will work in small groups with a leader (your Volunteer Supervisor) to manage one small part of the Festival. There are many teams working simultaneously throughout the Festival – you should expect to be assigned a mixture of roles and team tasks.

You might be an usher, directing people to the correct entries, checking tickets at the door and counting people in queues. You might be assisting in our book signing areas, ushering to the correct tables and keeping queues orderly. You could be a bus attendant, assisting people on and off our Festival shuttle bus as they travel to and from Redfern Station or back and forth from the Seymour Centre. You could be a volunteer green room assistant, helping check volunteers in and gathering feedback at the end of shifts. You could be a survey assistant, asking attendees for feedback and filling out surveys. Or, you could be an information assistant, roving with program guides or parked in one of our information booths.

We provide in-depth notes about each person’s volunteer roster and the roles they have been allocated once the rosters are allocated at the end of March.

VOLUNTEER SHIFT TIMES

Volunteer shifts are approximately 4.5 hours. They run to these approximate times:

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<th>Time</th>
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<td>12pm or 1pm</td>
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<td>NIGHT</td>
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HOW CAN I APPLY TO VOLUNTEER?

Applications will open on February 1st, 2018.

You can access the online application form through our website at www.swf.org.au/volunteers. The online application portal will remain open for 3 weeks only.

You will need to know which days and times you are available during Festival week. Each volunteer is required to do a minimum of 3 shifts during Festival week.

Rosters will be released at the end of March, just after the Festival program is released. We request that you hold off buying tickets to Festival events until after you receive your roster.

In April, we will host training days, including the compulsory Volunteer Orientation Day (Saturday, April 14th) in preparation for the Festival.

Thank you for your interest.

You are welcome to send an email to SWF via the ‘contact us’ portal on our website to register your interest in volunteering. We will save your contact details and send you an email when applications open.