

## Event Headquarters/Workforce - Brief Sheet

### General Brief

- This is where Artists and Media sign in and out from 10:00am to 5:00pm during the event.
- Provide Artist and Media with appropriate accreditation.
- The Workforce Tent/Event HQ is located next to the Volunteer Tent.
- Carnival runs from 11am to 10pm.
- Listen to radio calls – there may be times when a manager will ask if someone has signed in yet.
- Inform Stage Managers and/or Programming Team of artists arrival.
- Assist Artists and Performers by providing wayfinding instructions.

### This Role Suits

- Anyone with customer service experience and good organisational skills.
- For anyone who enjoys one-on-one interactions (rather than working in larger crowds).
- Seating available.

### On Arrival

- Go to the Volunteer Tent to sign in, and collect your accreditation.
- Meet up with Volunteer Coordinator at Volunteer Tent, who will brief you on your role.

### Sensitivity

- Many people who attend, volunteer or perform at Carnival represent diverse communities which may be at risk or prone to discrimination. Keep watch for anti-social crowd members and call for assistance through your Manager, EOC or Security if required.
- Use gender-neutral pronouns until the person identifies their pronouns.

### At the End of your Shift

- Please come back to Event HQ and sign out.
- You are then free to enjoy the festival. Please change out of your volunteer t-shirt and accreditation at this time.

**Who to talk to if  
you have an issue:**

