

Site Crew: Site, Stalls, Signage & Production Volunteers (Bump In and Bump Out) - Brief Sheet

General Items – Bump In

- Bump in phase runs from 6am to 11am.
- There are many and varied tasks included in the Site Crew role:
 - Escorting vehicles on to site, including stalls, suppliers and food vendors – must drive with hazard lights on, no more than 5km/h.
 - Putting up signage and assisting in putting up stalls, making sure the site looks perfect for opening.
 - Site Managers are responsible for setting up their areas, and will assign tasks to their teams to prepare the event.
 - Working closely with the Production Manager and Site Managers behind the scenes of a huge event.

General Items – Bump Out

- Aid stalls and the precincts to pack up and transfer their items to pick up area.
- Packing down the whole event, including signage, scrim and more.

This Role Suits

- This is a fast-paced roving and varied role that requires a lot of standing and walking for longer period of times.
- Bending and some lifting will also be required.
- Any previous production or bump in/out experience is welcomed.

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

