

## **Office Organisers - Brief Sheet**

### **General Brief - Prior to Festival tasks**

- On occasion, Midsumma staff require some additional help to get festival-ready and invite volunteers to the Midsumma office to assist with various tasks.
- Tasks may vary depending on the event but can include cutting and laminating, packing of consumables, sorting accreditation and lanyards, organising festival signage, packing of wristbands.

### **General Brief - Post Festival tasks**

- Assist staff in repacking all equipment, consumables and signage for the next Midsumma event.

### **This Role Suits**

- Most of the tasks prior to the festival can be done seated but occasionally some standing and bending may be required.
- Organisational skills are valuable.
- Post festival tasks require bending and some lifting.

### **On Arrival**

- Message or call the Volunteer Coordinator upon arrival.
- Midsumma office is located in Southbank.

### **Sensitivity**

- Use gender-neutral pronouns until the person identifies their pronouns.