

## CARETAKERS

### TEAM TITLE

Caretakers

### TEAM CO-ORDINATOR

Leo & Doreen Watts

### PLACE & TIME REQUIREMENTS

24 Hours per day from the Saturday before the festival until the Thursday morning at the start of the festival.

### NUMBER OF VOLUNTEERS IN TEAM

24 volunteers are needed during this period.

### PURPOSE OF TASK (RELATIONSHIP TO THE FESTIVAL)

The idea is to take control of the site once the Festival staff move from the Mitchell Office to EPIC. Having done this, the caretakers can permit customers, volunteers, staff, EPIC tenants, stalls personnel, delivery people etc., to access areas relevant areas of the site. They give an order to the site during the set-up phase.

### CONCISE DESCRIPTION OF DUTIES & RESPONSIBILITIES

The task is divided into several areas. Ticketing, First Aid, Access, Camping, Communication, and Transportation. Caretakers operate the top ticket office to sell camping, tickets, wristbands, car stickers, programs etc. Caretakers wristband people as required, for site access, and a sub-team provide a pre-festival First Aid service. The caretakers control access to the camping and entertainment areas to ensure that only the people who should be on site are actually on site. They are the first point of call for customers (e.g. Master Class participants) and staff alike and provide a communication channel to the festival organisation. They operate a transport system to shuttle people throughout the site as required.

### BASIC QUALIFICATIONS

Basically the volunteer should be reliable, honest, and good with people. Familiarity with the festival site and operation is preferable. The ability to operate two-way radios, EFTPOS machines and computer terminals is an advantage. Good interpersonal communication skills and the ability to give clear concise instructions and project a friendly welcoming attitude is highly desirable.

### SPECIAL SKILLS OR TRAINING REQUIRED:

First Aid Certificate, drivers licence. A sense of humour. Keen to see the right thing done and yet promote the festival spirit.

### SAFETY ISSUES

- Cash Handling
- Traffic Management
- First Aiders should be aware of Blood Products and Communicable Diseases procedures and policies

### ORIENTATION REQUIREMENTS

We train caretakers on the Saturday morning, and festival staff are on call as back up during the caretaking period.