Pre & Post Festival Set Up and Pack Down Support

Your role

As a Set Up and Pack Down Support Volunteer, you are the **foundation of the festival's success**! Your job is to assist with physical tasks that prepare the festival spaces before the event and help pack down afterward. This role takes place on Thursday, Friday, or Monday, and is essential for creating a smooth experience for everyone.

Key responsibilities

- **Perform physical tasks**, including lifting and moving materials.
- **Assist staff at the Volunteer Hub** with setup in the Theo Notaras Centre on Thursday afternoon and/or Friday morning.
- **Help with other setup duties** in the festival area as directed by management.
- **Assist with pack down of the Volunteer Hub** and outdoor festival areas on Monday morning, including sorting materials and signage.
- **Perform additional pack down duties** as requested by management staff.

Getting started

1. **Check in** at the Volunteer Hub.
2. **Meet the management team** for your briefing and assigned tasks.
3. **Familiarise yourself with the layout** of the Volunteer Hub and festival footprint.

Tools you'll have

- Access to **trolleys and equipment** for moving materials.
- Support from **management staff** for guidance and safety.
- Festival **maps and signage** for setup and sorting.

Helpful tips

- **Wear protective footwear**: You'll be moving and lifting items.
- **Stay hydrated and take breaks** as needed.
- **Work as a team**: Communicate clearly and share tasks for efficiency.
- **Ask if unsure**: Always confirm instructions with management staff.

Safety and communication

- Report **hazards or injuries** immediately to management staff.
- Follow all manual handling guidelines provided during your induction.

Your impact

You're the **behind-the-scenes hero** who makes the festival possible! Your effort ensures everything is ready for the big event and packed away safely afterward. Thank you for being part of the team that makes it all happen.