

Workshop Assistant

Your role

As a Workshop Assistant, you are the **support crew for interactive experiences!** Your job is to help presenters set up and pack down workshops, assist with equipment, and encourage festival patrons to join in the fun. You'll be based at a workshop tent or venue and may also manage communications via radio.

Key responsibilities

- > **Assist performers and sound technicians** with audio equipment and props.
- > **Communicate workshop running times** with participants and help sessions stay on schedule.
- > **Liaise with workshop presenters** before start time and prepare setup equipment.
- > **Promote workshops** by inviting nearby festival patrons to attend.
- > **Assist presenters with demonstration areas** inside or outside, in consultation with sound technicians.
- > **Confirm additional requirements** (water, bins, cleaning products) for workshops.
- > **Report late starts or no-shows** promptly to the Program Team Leader.
- > **Respond to emergency announcements** as directed by event organisers.
- > **Escalate and respond to security concerns** if they arise.
- > **Assist with crowd control and audience engagement** during workshops.
- > **Use a radio if required** for communication with the Program Team, Volunteer Manager, or Command Centre.

Getting started

1. **Check in** at the Volunteer Hub.
2. **Head to your assigned workshop venue** and meet the presenter and sound technician.
3. **Familiarise yourself with the setup and schedule.**
4. **Review radio protocol** if you're assigned a radio for your shift.

Tools you'll have

- > Festival **map and program** for reference.
- > Support from **Program Team Coordinators** for escalations.
- > **Radio** (if assigned) for quick communication.

Helpful tips

- > **Re-read radio protocol** in your core training before your shift.
- > **Stay mobile and proactive:** You may need to move between workshop areas.
- > **Bring water, wear comfortable shoes, and apply sunscreen** for outdoor work.
- > **Engage patrons positively:** A friendly invite can boost attendance.

Safety and communication

- > Report **issues or emergencies** immediately via radio to the Program Team Leader.
- > Follow all instructions from presenters, Program Team, and Event Managers.

Your impact

You're the **hands-on helper** who makes workshops run smoothly and encourages participation. Your energy and organization help create memorable experiences for festival-goers. Thank you for bringing the workshops to life!

