



PFFF Volunteer MC – Position Description

This is a sessional volunteer role providing Artist introductions and other announcements as directed to audiences at various stages at the Port Fairy Folk Festival. You will also provide support to your stage manager, backstage crew and assist artists as directed.

Answers to: Program Director, Port Fairy Folk Festival Committee, Production Manager, Village Program Co-ordinator, MC & SM Scheduler, MC & SM Manager(s) and Stage Manager.

Hours: Required attendance during Festival Weekend. 12 hours maximum in total across the Festival weekend (Friday evening to Monday afternoon). Hours worked will be rostered in 3 – 4 shifts of between 2 and 6 hours each. Normal hours of work are between 5:00pm and 11:59pm Friday, 12:00am to 1:00am, 8:00am and 11:59pm Saturday & Sunday, and 8:00am and 1:00pm Monday.

Benefits: PFFF provides a weekend pass and free Friends of the Festival T-shirt in exchange for volunteer work across the festival weekend according to your roster. There is no monetary remuneration for this position.

Key Selection Criteria:

- Preference will be given to those with maximum availability and flexibility across the festival weekend.
- Ability to speak clearly and confidently and good communication skills are a must.
- Punctuality and good timekeeping skills are essential.
- Ability to follow instructions both written and spoken as outlined to our Volunteer Code of Conduct and MC/Stage Manager guides. (* NB you will be provided with a comprehensive MC guide should your application be successful).
- Must be able to, or already have organised accommodation at or nearby the Festival in Port Fairy.
- Ability to liaise with Artists to facilitate their introductions.
- Ability to support Stage Manager as required.
- Previous experience in public speaking or in similar role at PFFF or other festivals will be highly regarded.
- Must be over 18 years old.

Key Responsibilities:

- Liaise with Artists to facilitate their introductions.
- Provide a high quality of public announcements to audiences from various stages.
- Report any incidents or issues to the MC/SM Scheduler or MC/SM Manager.
- Support your Stage Manager and other members of the backstage crew as required.
- Support the Artists at your stage as required.
- Assist the Stage Manager to provide appropriate feedback to the Festival Committee by providing details outlined in the Stage Books for each show.
- Assist the Stage Manager with locking down the venue after the last show of the day.