



Volunteer Job Description

Volunteer position: Event Assistant

Reporting to: Lani-Rain Feltham

About The Big Screen Symposium

The Big Screen Symposium brings the screen practitioners of Aotearoa New Zealand together for debate, discussion, information and inspiration.

The event is for all those who bring our stories to the screen: from directors, writers and producers to actors, editors and other technicians, to business people, distributors and film students. It presents a big picture of the world of film and television, a great networking opportunity, and a wealth of insights and information on the pertinent issues facing screen practitioners today.

Delegates are immersed in two intensive days of conversations, masterclasses, workshops, panel discussions and case studies with a stellar line-up of local and international filmmaker speakers. The Big Screen Symposium is brought to you by Script to Screen.

About Script to Screen

Script to Screen is a charitable organisation dedicated to developing the craft and culture of storytelling for the screen in Aotearoa.

Since Script to Screen's inception in 2006, our annual programme remains unparalleled in terms of quality, reach, participation and output. From grass roots to high-end, our programme serves emerging and experienced writers, directors and producers. The Big Screen Symposium is a vital part of this programme

The role and tasks

Volunteers for the Big Screen Symposium will be utilised throughout the event to ensure the smooth running of the conference.

This may include:

- Helping with event set up – particularly in the foyer, and breakout rooms.
- Directing vehicles to the correct car parking areas as they arrive.
- Assisting at the registration desk as delegates arrive. Helping delegates to find their lanyards and access the BSS app on their phones.
- Assisting any late registrations by printing name tags as they arrive.

- Responding to any delegate requests or general event questions – ensuring delegates have answers to any questions.
- Walk speakers backstage before their session.
- Operating as a 'Room Host' – you will be allocated a room/session to monitor. This will include:
 - o Ensuring the stage furniture is correctly placed before each session.
 - o Replace water glasses and refill water jugs between each session.
 - o Alert the event team as soon as possible to any issues with the session kicking off.
 - o Taking a head count once the session is underway.
 - o Ensuring the room is clean and tidy after each session ready for the next one.
- Helping with pack down of the event.
- Any other general event tasks as requested.

This is an unpaid volunteer role.

Requirements

We will require you to read our Health and Safety documentation before the event, and have a Health and Safety briefing when you arrive on Friday 5 April.

Place of work

The Big Screen Symposium takes place at the Victory Convention Centre and ParkedUp in Auckland City on Friday 5 and Saturday 6 April 2024.

Event hours are:

Friday 5 April, 6:30am – 6:30pm

Saturday 6 April, 8:00am – 6pm

Venue orientation and H&S briefing:

Thursday 4 April, time to be confirmed

You will be required to work two 6 hour shifts across the two days, and will be given time to attend some sessions at the Big Screen Symposium