



Return form to:  
 OMA, GPO Box 158, Canberra ACT 2601  
 Email to: [volunteers@act.gov.au](mailto:volunteers@act.gov.au) or  
 Fax to 6205 3298



# Volunteer Application Form 2009

## YOUR DETAILS:

<b>First Name</b>		<b>Surname</b>	
<b>Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Fax</b>		<b>Email</b>	
<b>What is your age?</b>		<b>What is your gender?</b>	Male      Female
<b>What languages do you speak?</b>			

## AVAILABILITY:

Pre-festival		Fringe / lunch time showcase		Food & Dance Spectacular		Contact		Carnivale		Dragon Boats Chinese New Year	
27 Jan – 6 Feb 09		6 - 14 Feb 09		Sat 7 Feb 09		Sun 8 Feb 09		Sat 14 Feb 09		Sun 15 Feb 09	
27-30 Jan AM				Early morning		Early morning					
27-30 Jan-PM				Morning		Morning				Morning	
2-6 Feb-AM		12-2pm		Afternoon		Afternoon		Afternoon		Afternoon	
2-6 Feb-PM		Evening		Evening				Evening		Evening	
<b>If other please specify</b>											

## VOLUNTEER TASKS (see over for description of individual tasks)

Set-up / dismantle		Information Officer		Stage Supervisor		Dressing Room Attend	
General tasks		Road Closure Assistant		Stage Assistant		Announcer	
		Admin Assistant					
<b>Other</b>							

## YOUR SKILLS:

<b>Do you have the use of a car?</b>	Yes	No	<b>Do you have a current driver's licence?</b>	Yes	No
<b>What are your specific skills and experience?</b>					
<b>Do you have any disability or medical condition that affects your ability to do certain types of work?</b>					
Yes	No	<b>Please specify</b>			
<b>Name of emergency contact:</b>				<b>Phone number of emergency contact:</b>	

<b>Would you like to do general volunteer work throughout the year?</b>	Yes	No
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## **National Multicultural Festival (MNF) – Volunteer tasks**

The Food and Dance spectacular on Saturday 7 February has the biggest requirement for volunteers. This year there will be 5 stages and 3 'arts zones' or performance areas. In the 2 weeks before the festival the tasks to be done include delivering fliers to businesses in the CBD re road closure and assisting the Volunteer Co-ordinator in the MNF office.

The duties associated with each volunteer task are listed below. Most of these tasks are outdoors and may involve standing for several hours.

### **Stage Supervisor:**

- Responsible for the smooth operation of the performances
- Co-ordinate sound technicians and performers
- Communicate with performers and ensure performance is on time
- Ensure that you and/or your assistant are present at all times.

### **Stage Assistant:**

- Move sound equipment as directed by the Stage Supervisor
- Assist performers to get on and off stage
- Help with set up or packing up as directed by the Stage Supervisor
- Relay messages and CDs between the Stage Supervisor and Sound Technicians.

### **Dressing Room Attendants**

- Monitor closely the security of dressing rooms and ensure each group's equipment and possessions are secure while they are on stage
- Ensure that the group removes all their equipment and possessions once their performance is finished
- Check that the group has reclaimed its CD(s) from the sound technician.
- Ensure water and cups are available for performers
- Keep dressing room clean and tidy

### **Announcers**

- Familiarize yourself with notes about the performance
- Liaise with the Stage Supervisor to ensure performers are ready to go on stage
- Introduce performers before and thank performers after performances.

### **Information Officer**

- Provide info about the Festival to the general public at various locations during the Food and Dance Spectacular.

### **Road Closure Assistant**

- Inform drivers that the road is closed
- Inform drivers of alternative routes.

### **Admin Assistant at the Theo Notaras Multicultural Centre**

- Assist with finding replacement volunteers at the day's venues, where required
- Keep road closure volunteers supplied with road maps, as necessary
- Monitor road closure sign on/off sheets.

### **General**

- Available for any type of task.

Please return your completed form to:

Volunteer Co-ordinator

ACT Office of Multicultural Affairs, GPO Box 158, Canberra ACT 2601 or

Email to [volunteers@act.gov.au](mailto:volunteers@act.gov.au) or fax to: 6205 3298

For further information please phone 0417 041148