

WCF 2025

Set up Volunteers Position description

Set-Up Volunteer Coordinator

Role Overview:

As the Set Up Volunteer Coordinator, you will be responsible for overseeing and managing the team of volunteers during the festival's set-up phase. You will work closely with the Festival Director, Team leaders, Coordinators and Set-Up Admin to ensure that all areas are prepared for the festival. This includes managing tasks, delegating responsibilities, and ensuring the smooth execution of all set-up activities. This role is ideal for someone who is organised, proactive, and has strong leadership skills to motivate and guide volunteers.

Key Responsibilities:

- Welcome all volunteers to the festival, providing an introduction to their roles and the set-up process.
- Lead and coordinate the set-up volunteer team to ensure tasks are completed efficiently and on time.
- Deliver volunteer inductions to ensure all team members understand their roles, safety protocols, and the festival's expectations. Ensure every volunteer has completed an induction before starting their tasks.
- Delegate tasks and responsibilities to volunteers, ensuring they are well-prepared and understand their roles.
- Liaise with festival coordinators to ensure that all areas are set up according to plan.
- Work closely with Admin to ensure volunteer schedules, task lists, and supplies are organised and available.
- Ensure the safety and well-being of volunteers during the set-up phase, including providing clear instructions and enforcing safety guidelines.
- Provide guidance and support to volunteers as needed, answering any questions and offering assistance in problem-solving.
- Monitor and track progress to ensure set-up tasks are completed according to the schedule.
- Update the Volunteer Team Leader/Festival Director and/or festival coordinators on the status of tasks and any issues that arise.
- Encourage and motivate volunteers, ensuring a positive and energetic atmosphere during the set-up process.
- Attend morning team meetings with the Festival Director, Team Leaders, and other coordinators to discuss progress, goals for the day, and any adjustments needed for the set-up.

Skills & Requirements:

- Strong leadership and organisational skills to coordinate and motivate a diverse team of volunteers.
- Excellent communication skills to relay instructions clearly and manage relationships between volunteers and crew.

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- Ability to multitask and prioritise in a fast-paced environment to ensure tasks are completed on time.
- Problem-solving skills to address any challenges or issues that may arise during the set-up process.
- Previous experience in volunteer management or event coordination is a plus but not required.
- Ability to work long hours and outdoors in varying weather conditions.
- Positive, enthusiastic, and proactive attitude, with a focus on teamwork and collaboration.
- Familiarity with safety protocols and the ability to ensure they are followed by all team members.

This role is ideal for someone who is energetic, organised, and enjoys taking on a leadership role to help make the festival come together smoothly. You will play a crucial part in creating a successful and enjoyable experience for both volunteers and festival-goers alike!

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Admin Support

Role Overview:

As the Admin Support for the Set-Up Volunteer Coordinator, you will play a key role in ensuring the smooth organisation and deployment of volunteers during the festival's setup phase. This position involves managing schedules, tracking volunteer attendance, assisting with communications, and handling administrative tasks to support the efficient coordination of the festival's setup crew.

Key Responsibilities:

- Assist in scheduling and rostering volunteers for various setup tasks.
- Track volunteer check-ins and attendance, ensuring all shifts are covered.
- Liaise with the Set-Up Volunteer Coordinator to communicate daily tasks and crew requirements.
- Maintain volunteer records, including contact details, roles, and availability.
- Prepare and distribute briefing materials, including safety guidelines and work instructions.
- Facilitate communication between volunteers and coordinators, relaying updates or urgent information.
- Help manage volunteer sign-ins, wristbands, and meal allocations.
- Provide general administrative support, including data entry, documentation, and responding to inquiries.
- Assist with documentation of safety inductions and procedural compliance, ensuring all volunteers receive the necessary briefings.
- Maintain and organise records of volunteer tasks, incidents, and any required follow-ups.

Skills & Requirements:

- Strong organisational and time-management skills to handle multiple tasks efficiently.
- Good communication skills to liaise between volunteers and festival coordinators.
- Basic administrative and computer skills, including proficiency in email, spreadsheets, and scheduling tools.
- Attention to detail to ensure accurate record-keeping and smooth scheduling.
- Ability to remain calm and problem-solve in a fast-paced environment.
- Friendly and approachable demeanour to support and motivate volunteers.
- Previous experience in event administration or volunteer coordination is a plus but not required.

This role is ideal for detail-oriented, organized individuals who enjoy supporting large-scale events and ensuring smooth volunteer operations during festival setup! 🏠📅😊

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All Rounder

Role Overview:

As an All-Rounder Volunteer during the Festival Set-Up phase, you will be an essential part of the festival preparation team, helping with a wide range of tasks to get the site ready for festival-goers. This includes ground preparation, setting up infrastructure, and assisting with temporary fencing, sanitation facilities, and other setup needs. If you're adaptable, proactive, and enjoy working in a hands-on environment, this is the perfect role for you to get involved in the festival from the ground up!

Key Responsibilities:

- Prepare the festival grounds, including tasks such as whipper-snipping and removing fallen trees or debris to ensure a safe and clean environment for festival-goers.
- Mark out roadways and key areas across the site according to festival plans.
- Assist with the erection of temporary fencing around designated areas of the festival site.
- Help with setting up the volunteer kitchen, ensuring all necessary equipment and facilities are ready for use.
- Move and position structures like marquees, tents, and other festival infrastructure.
- Set up sanitation facilities, including toilets and showers, ensuring proper placement and functionality.
- Assist in organising and transporting supplies across the festival site as needed.
- Work efficiently as part of the team to ensure all set-up tasks are completed on schedule.

Skills & Requirements:

- Ability to work in physically demanding environments and handle a variety of tasks.
- Comfortable using basic tools like whipper snippers or saws for ground preparation.
- Strong teamwork and communication skills to coordinate effectively with the setup crew.
- Good organisational skills to help with the setup and placement of key festival infrastructure.
- Ability to follow instructions and work efficiently in a fast-paced environment.
- Willingness to assist with manual labour tasks such as moving structures and setting up sanitation facilities.
- Knowledge of basic health and safety practices when working with tools and in outdoor environments.

This role is perfect for enthusiastic, hardworking individuals who are eager to help build the festival from the ground up, ensuring everything is set up properly for a fantastic event! 🏠🔨🌱

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Set up Volunteers Position description

Construction

Role Overview

As part of the Festival Set-Up Crew (Construction Team), you will play a crucial role in building, assembling, and securing festival infrastructure in preparation for the event. This includes last-minute construction, carpentry, stage setup, marquee and tent assembly, fencing, and shade installation. Some tasks involve working at heights, using a cherry picker, and ensuring the festival site is safe, functional, and ready for attendees. If you're practical, physically capable, and enjoy hands-on work, this is an essential role in bringing the festival to life!

Key Responsibilities:

- Assist in building, assembling, and reinforcing festival structures, including the Wobbly Creek Stage and Cabaret Stage.
- Erect marquees, tents, gazebos, and temporary fencing across the festival site.
- Mark out roadways and designated festival areas according to site plans.
- Install shading and overhead structures, requiring safe working-at-heights procedures.
- Operate or assist with cherry pickers and other equipment to set up high-level structures.
- Ensure stability and safety of all built structures, troubleshooting any wobbly or unstable setups.
- Perform last-minute building and maintenance tasks as required before the festival opens.
- Work collaboratively with the festival site management team to ensure efficient and timely setup.
- Follow safety protocols and use appropriate protective equipment (PPE).

Skills & Requirements:

- Experience in construction, carpentry, or event setup is highly beneficial.
- A Working with Heights certificate is an advantage.
- Ability to lift, carry, and handle heavy equipment.
- Comfortable working in physically demanding, outdoor environments.
- Ability to work at heights safely, including using a cherry picker.
- Knowledge of basic hand and power tools.
- Ability to follow instructions, work efficiently, and troubleshoot issues.
- Strong teamwork and communication skills to coordinate tasks effectively.
- Understanding of workplace safety procedures and willingness to follow them.

This role is perfect for practical, hands-on individuals who enjoy physical work, construction tasks, and contributing to the behind-the-scenes magic of a festival! 🏠🔧✨

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Set up Volunteers Position description

Kids Space

Role Overview:

As a Kids Space Set-Up Volunteer, you will help create a fun, safe, and welcoming environment for children and families attending the festival. This hands-on role involves assembling play areas, activity stations, seating, shade structures, signage, and decorations to bring the space to life. Your efforts will ensure an enjoyable and engaging festival experience for young attendees.

We encourage our younger volunteers to contribute their creativity and ideas, helping to design an interactive and vibrant space that caters to children's needs.

Key Responsibilities:

- Set up activity zones, play areas, and craft stations for kids.
- Arrange seating, tables, and shaded areas for families.
- Assist in decorating the space with bunting, signage, and themed decorations.
- Help install marquees, shade sails, fencing, and other temporary structures.
- Ensure the area is safe and accessible, checking for trip hazards and other risks.
- Follow set-up plans and guidelines from the Kids Space Coordinator.
- Put up directional signage to help families navigate the space.
- Assist with setting up interactive equipment and festival resources.
- Work as part of a team to complete tasks efficiently before the festival begins.

Skills & Requirements:

- Ability to perform light physical tasks, such as lifting, carrying, and assembling structures.
- Creative mindset to help enhance the space.
- Team-oriented and able to follow instructions from coordinators.
- Interest in working with children and family-friendly events.
- Ability to problem-solve and adapt in a dynamic festival environment.
- Openness to creative input from younger volunteers to make the space engaging.

This role is perfect for enthusiastic, hands-on individuals who enjoy teamwork and bringing a playful, interactive space to life! 🎪🎈🌞

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Set up Volunteers Position description

Kitchen Lead

Role Overview:

As the Volunteer Kitchen Lead, you will be responsible for overseeing the preparation and service of meals for up to 100 people twice a day at the festival. You will coordinate a team of volunteer kitchen crew members, ensuring food is prepared safely, efficiently, and in a timely manner. This role requires strong leadership, organisation, and food safety knowledge to keep the kitchen running smoothly while creating a positive and collaborative environment.

Key Responsibilities:

- Plan, oversee, and coordinate meal preparation and service.
- Ensure food safety and hygiene standards are followed at all times.
- Delegate tasks to kitchen crew volunteers, providing guidance and support.
- Monitor dietary requirements and ensure appropriate meal options are available.
- Manage kitchen workflow, timing, and efficiency to ensure meals are served on schedule.
- Oversee cleanliness, food storage, and waste management (including composting and recycling).
- Coordinate with festival organisers on meal plans, supplies, and budget.
- Ensure a safe, positive, and team-oriented kitchen environment.
- Troubleshoot any kitchen challenges, such as last-minute menu adjustments or equipment issues.

Skills & Requirements:

- Previous experience in a kitchen leadership role (e.g., head cook, chef, kitchen supervisor) is highly beneficial.
- Strong organisational and time management skills.
- Knowledge of food safety regulations and best practices.
- Ability to lead, delegate, and work effectively with a team of volunteers.
- Adaptability and problem-solving skills in a fast-paced kitchen environment.
- Comfortable working long shifts, standing for extended periods, and handling high-pressure situations.
- Passion for food, teamwork, and creating a welcoming meal experience.

This role is perfect for experienced cooks or kitchen managers who enjoy leading a team and contributing to a vibrant festival atmosphere!

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Set up Volunteers Position description

Kitchen Crew

Role Overview:

As part of the Volunteer Kitchen Crew, you will play a vital role in preparing and serving meals for up to 100 people twice a day at the festival. This includes assisting with food preparation, cooking, serving, and ensuring the kitchen remains clean and organized. Working in a fast-paced, team-oriented environment, you'll help create a welcoming and nourishing experience for festival staff, volunteers, and performers.

Key Responsibilities:

- Assist with meal preparation, cooking, and serving for Lunch and Dinner.
- Follow safe food handling and hygiene practices.
- Ensure dietary requirements are met for festival attendees.
- Set up and clean dining areas before and after meals.
- Maintain a clean and organized kitchen space, including washing dishes and sanitizing surfaces.
- Work efficiently with the kitchen team to ensure timely meal service.
- Follow waste reduction and sustainability guidelines (e.g., composting, recycling).
- Support kitchen leads and assist with stock control and food storage.

Skills & Requirements:

- Previous kitchen or food service experience is beneficial but not required.
- Ability to work in a busy, team-oriented environment.
- Understanding of basic food safety and hygiene practices.
- Punctuality and reliability to ensure meal service runs smoothly.
- Comfortable standing for long periods and working in a hot kitchen environment.
- Positive attitude and teamwork skills to help create a supportive and fun environment.

This role is perfect for enthusiastic, hardworking individuals who love food, teamwork, and being part of a vibrant festival experience!

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Pre-Festival Gate Coordinator

Role Overview:

As the Pre-Festival Gate Coordinator, you will oversee the smooth operation of the festival entry process during the setup phase. This role involves managing volunteer gate staff, coordinating check-ins for crew, volunteers, and contractors, and ensuring that access control procedures are followed. You will be the key point of contact for arrivals, ensuring that everyone is directed efficiently and that festival entry policies are enforced.

Key Responsibilities:

- Supervise and coordinate gate volunteers, ensuring they understand their roles and responsibilities.
- Oversee check-in processes for festival crew, volunteers, artists, vendors, and contractors.
- Ensure wristbands, passes, and credentials are correctly distributed and verified.
- Process sales transactions using **Square (POS system)** for card and cash payments.
- Manage vehicle access, directing traffic and parking in designated areas.
- Liaise with key festival personnel, including:
 - Stalls Coordinator – to facilitate the smooth arrival and placement of market and food vendors.
 - Entertainment Team – to assist artists and performers with access to designated areas.
 - Set-Up Volunteer Coordinator – to ensure volunteers are efficiently directed upon arrival.
- Handle access control issues, including unauthorized entries and lost credentials.
- Provide key information to arriving personnel regarding site layout, schedules, and logistics.
- Ensure gate operations run smoothly and safely, troubleshooting any logistical challenges.

Skills & Requirements:

- Strong leadership and organisational skills to manage a team of volunteers effectively.
- Excellent communication abilities to engage with a diverse range of festival personnel.
- Ability to remain calm and problem-solve in a fast-paced environment.
- Experience in event operations, security, or logistics is beneficial.
- Confidence in enforcing entry policies while maintaining a friendly and welcoming atmosphere.
- Basic computer or administrative skills for check-in systems and record-keeping.
- Familiarity with **Square (POS system)** or willingness to learn

This role is perfect for organized, proactive individuals who enjoy leading a team and ensuring smooth festival operations from the very start! 🚧 🧑‍🎨 😊

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Set up Volunteers Position description

Pre-Festival Gate Volunteer

Role Overview:

As a Pre-Festival Gate Volunteer, you will be one of the first points of contact for festival crew, volunteers, contractors, and early arrivals. Your role is crucial in ensuring a smooth check-in process, managing access control, and providing important information to those arriving before the festival officially begins. This is a great opportunity to be part of the behind-the-scenes operations and help set the tone for a well-organized festival experience.

Key Responsibilities:

- Check in early arrivals, including volunteers, crew, stall holders, performers and contractors, ensuring they have the correct credentials and access passes.
- Direct vehicles and personnel to designated parking, camping, or work areas.
- Monitor and control access to restricted areas to ensure only authorised personnel enter.
- Process sales transactions using Square (POS system) for card and cash payments
- Provide essential information about festival logistics, schedules, and site orientation.
- Assist with wristband distribution and credential verification.
- Communicate with festival coordinators regarding arrivals, deliveries, or any access issues.
- Maintain a friendly and welcoming presence to create a positive experience for all festival participants.

Skills & Requirements:

- Strong communication skills to engage with a variety of festival personnel.
- Ability to follow instructions and enforce access protocols in a professional manner.
- Familiarity with Square (POS system) or willingness to learn
- Basic problem-solving skills to handle unexpected situations.
- Comfortable working outdoors in varying weather conditions.
- Ability to stand for extended periods and direct vehicle or foot traffic efficiently.
- Team-oriented mindset with a friendly and welcoming attitude.

This role is perfect for organised, approachable individuals who enjoy engaging with people and being part of the essential early-stage festival operations! 🚧🚧🚧😊

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Signage

Role Overview:

As a Signage Volunteer, you will play a key role in creating a visually engaging and informative environment for festival-goers. Your responsibilities will include setting up and maintaining signs, banners, and other visual elements throughout the festival site. You will help direct attendees, provide event information, and ensure that all signage is clear, legible, and aligned with the festival's theme.

Key Responsibilities:

- Set up and install event signage, including directional signs, maps, safety notices, and general information boards.
- Assist with designing and preparing visual materials to ensure they are ready for placement across the site.
- Ensure that all signage is properly positioned, secure, and visible to festival-goers.
- Update and replace any old or shabby signs to maintain a professional and appealing appearance throughout the festival.
- Maintain and check signage throughout the festival, ensuring it is in good condition and remains in place.
- Help guide attendees by placing additional signage or helping with changes as needed (e.g., for road closures, emergency exits).
- Ensure safety signs are clearly visible and comply with event regulations.
- Work with other volunteers and event teams to ensure all areas are well-marked and easy to navigate.

Skills & Requirements:

- Strong attention to detail and an ability to follow design plans.
- Physical ability to help with the setup of signage, including working at heights (with proper equipment if required).
- Basic knowledge of safety signage requirements and festival regulations.
- Creative flair for placing signage that is both functional and visually appealing.
- Good communication skills for working with the festival team and volunteers.
- Ability to work efficiently in a fast-paced environment and adapt to changing circumstances.
- Previous experience with graphic design, event signage, or metalworking is a plus but not required.

This role is ideal for creative, hands-on individuals who have an eye for detail and enjoy working in a creative, outdoor environment. 🎨🔧

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Set up Volunteers Position description

Visuals Crew – Site Art & Installations

Role Overview:

The Visuals Crew helps bring creative life and visual flair to the festival space. This hands-on, artistic role is ideal for those with an interest or background in sculpture, design, DIY construction, and creative installation. Working closely with the construction and site art teams, you'll contribute to building both functional and decorative site features, transforming the festival environment into an immersive, magical space.

Whether you're into painting, plasma cutting, sculpture, carpentry, or creating interactive art, this is your chance to leave a creative mark on the festival.

Key Responsibilities

1. Visual & Practical Installations

- Assist with the construction and installation of visual elements such as fences, signage, lighting, and creative infrastructure.
- Collaborate with the Construction Team on shared tasks like fencing, lighting, and structural builds.

2. Fencing Panel Project

- Sketch or trace visual designs onto galvanized sheet metal.
- Use plasma cutting tools to create intricate, hand-cut art panels.
- Install and secure fencing panels and lighting features on-site.

3. Large-Scale Sculptures

- Design and fabricate sculptures from scrap metal and other recycled materials.
- Create pieces inspired by themes like dragons, butterflies, snakes, fungi, and marine life.
- Assist with the safe installation of sculptures throughout the site.
- Help monitor interactive sculpture elements (e.g., fire, light, or water features) during festival hours.

4. Pallet Bench Construction

- Dismantle wooden pallets.
- Shape and assemble timber tops for benches using lashing, nailing, and sanding techniques.

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5. Additional (Resource-Dependent) Projects

- Assist in the design and building of sculptural archways using scrap steel, resin, and lighting.
- Help paint designs onto glass table tops to be used throughout the site.

Skills & Requirements

- Interest or experience in visual art, sculpture, fabrication, welding, painting, drawing, or lighting design
- Comfortable with basic hand tools or open to learning
- Ability to work safely with materials like sheet metal, wood, and scrap
- Creative, collaborative, and hands-on attitude
- Physically fit for lifting, moving, and working outdoors
- Bonus: Experience with welding, plasma cutting, carpentry, or sculpture installation

This is a fantastic opportunity for creatives, makers, and builders to help craft a visually stunning festival experience—one where your work becomes part of the festival's identity and atmosphere! 🍷🔥🔨

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Youth Space

Role Overview:

As a Youth Area Set-Up Volunteer, you will assist in preparing and organising the festival's youth space, ensuring it is safe, engaging, and welcoming for our young patrons. This role involves setting up the space, activity stations, seating, signage, and shade structures, as well as assisting with decorations and any special installations. Your contribution will help create a fun and inclusive space where young festival-goers can enjoy various activities.

We encourage youth volunteers to actively contribute their ideas and creativity to this area, helping to shape a space that is fun, engaging, and reflective of their interests!

Key Responsibilities:

- Set up youth activity spaces, including play areas, craft zones, and relaxation areas.
- Assemble and arrange seating, tables, and activity stations.
- Assist with decorating the Youth Space to create an inviting atmosphere.
- Help install temporary structures, such as shade sails, marquees, and fencing for safety.
- Ensure the space is safe and accessible, checking for potential hazards.
- Liaise with coordinators to follow plans and layouts for the youth area.
- Assist with signposting to guide families and young attendees to activities.
- Support equipment setup, ensuring materials and resources are ready for use.

Skills & Requirements:

- Able to perform light physical tasks, such as lifting, carrying, and setting up structures.
- A keen eye for detail to help create an engaging and safe space.
- Team-oriented and willing to take direction from area coordinators.
- Interest in youth engagement or event setup is beneficial.
- Ability to work efficiently and adapt to last-minute changes.

This role is perfect for creative, hands-on individuals who enjoy working in a team to bring a festival space to life! 🎨🏠😊