



## **NIGHTJAR FESTIVAL POSITION DESCRIPTION**

Title:

Contract: Casual

Reports to: Head Gate / Finance & Administration Manager

Positions reporting: No direct Reports

### **JOB DESCRIPTION**

Your role will be to maintain the gate area, inclusive of but not limited to cash flow, stamping and recording of patrons entering and leaving the festival. As the first point of contact you will be expected to greet all patrons, and answer patron questions.

It is a requirement of the role to dress up each night in costume.

### **RESPONSIBILITIES**

- Ensure Entry fee is paid
- Stamp and record patrons entering the festival and or record patrons leaving the festival
- Report numbers of patrons to Head Gate Crew throughout the event as requested
- Ensure all cash is secure
- Maintain a clear workspace with all cash secure throughout the event.
- Report to the Head Gate Crew for any change that is required
- Maintain your position until advised by Head Gate Crew
- Sign in and out for the event in the sign on area
- Ensure all equipment is packed away after event, and area is left in tidy state for site crew to bump-out

### **EXPERIENCE**

- Must have previous retail experience especially in cash handling
- Strong customer focus
- Attention to detail
- Bright, friendly and welcoming personality
- Ability to think proactively as required
- Strong communication skills
- A can do attitude with ownership to the role