

## Fundraising Opportunity for Community Ensembles and Community Groups

Is your community ensemble or community group looking for fundraising opportunities?

Working with the Australian School Band and Orchestra Festival will:

- Deliver your group a valuable revenue stream
- Provide yet another valuable community service
- Support the growth of community music while working with the state's most talented young musicians

We require up to twelve (12) volunteer positions to be filled throughout the course of every Festival day.

The positions include (roles may vary depending on venue and other staffing factors):

- 4 X Front of House Ushers (passive roles/interacting with public)
- 2 x Ticketing Desk
- 4 X Backstage Marshals (physically active roles/interacting with students)
- 1 X Adjudicator's Assistant
- 1 X Info desk

### Brief role descriptions

FOH Ushers	Checking tickets as audience enters. Ensuring audience does not enter auditorium while ensembles are performing. This person needs to be confident dealing with members of the public.
Ticketing Desk	Selling of tickets and Festival merchandise (badges etc) utilising cash and EFTPOS (Square) facilities.
Backstage Marshal	Collecting students from the assembly area, moving them to their designated warmup room, then ushering them on to the stage. It would be very useful if one person who has some technical skills with amps/keyboards/percussion etc to assist students setting up, but not essential. Updating the Festival app.
Adjudicator's Assistant	Assisting the adjudicator in organising the scores and finalising adjudication packs with certificates, promo material etc. An ability to read music is useful but not essential. Updating the Festival app.
Info Desk	Receiving music scores from Music Directors and ensuring they get to the adjudicator in a timely manner. Answering general questions from the public. Updating the Festival app. Assisting FOH and ticketing where necessary.

All roles will involve assisting with setup and pack up of the percussion at start and end of each day.

## Overview of a typical day

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7.00am - 9.00am Setup. Percussion is moved from the storage room to the stage, requiring at least three or four physically capable volunteers for the larger equipment. Having a percussionist as part of the group would also prove useful but not essential. Gear is returned to storage at the end of the day, so the same physical requirements apply.

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9.00am - 5.00pm Events run throughout the day with breaks for adjudication.

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5.00pm - 5.30pm Packup. Percussion is moved back to the storage room.

### Working with Children Check (WWCC)

The Office of the Children's Guardian has advised that all our volunteers over the age of 18 must have a current working with children check. This is a non-negotiable requirement.

The WWCC can be the volunteer/not for paid employment category, so there is no cost.

A WWCC is not a difficult process to obtain, but it is another step and can take a few days. For each volunteer the Festival General Manager will need the WWCC number, their full name, and their date of birth to verify their status.

### Share the load throughout the day

Apart from the setup and pack down the positions as described above don't vary much throughout the day, so it is possible to swap personnel in and out during the day. It is usually preferable if people can commit to at least a half day, and all personnel will need a WWCC regardless of how long they volunteer.

### What's it worth for our community group?

For 2025 we are able to offer the following rates:

- Up to 8 hour Festival Day fully staffed \$1000.00
- 8 - 10 hour Festival Day fully staffed \$1300.00
- 10 - 12 hour Festival Day fully staffed \$1500.00

All payments are by EFT only and payable on invoice to an incorporated body or similar which can provide an ABN.

If your group can't fully staff a day, we can negotiate a pro-rata payment for the number of volunteers you are able to supply.

### Dates available for 2025

- Sunday 27 July (Clancy Auditorium UNSW, Kensington) – 12 hours
- Sunday 10 August (Clancy Auditorium UNSW, Kensington or Knox College) – 10 hours
- Sunday 31 August (Clancy Auditorium UNSW, Kensington) – 12 hours
- Sunday 14 September (Clancy Auditorium UNSW, Kensington) – 8 hours
- Sunday 21 September (Clancy Auditorium UNSW, Kensington) – 12 hours

So, if this all sounds like it's for your community group, get in touch and let's sort out some dates. We look forward to working with you.

Kind regards,

**Pat Devery**

General Manger