**Vacant Positions**

**outside management committee\***

\*Note: these are not elected positions. Short job descriptions are given below for all positions. Each incumbent will have access to relevant supporting information and documents. The management committee will assist people who take on these roles in fulfilling them.

* + 1. **Volunteer Marketing Coordinator**

Duties: working closely with the President and Committee throughout year for specific events, particularly the Show, including:

* Regularly writing the member’s newsletter
* Ensuring the website is always current and updated
* Communicating to members and the public about upcoming events via newsletter, social media and road signage
* Designing marketing materials such as digital materials, signs and flyers
* Writing and disseminating press releases to the media and following up with media to gain publicity for specific events
* Updating the Marketing Plan document and creating a marketing strategy for the Show

Attributes: Excellent communication skills, organisational skills, some marketing experience preferable, knowledge of or willing to learn programs and media such as Mailchimp, Canva, Facebook and Instagram

* + 1. **Volunteer Entertainment Steward**

This role includes the development of all aspects of the Entertainment Program for the 2022 Show.

A full set of documentation and handover support from the previous Steward together with support from the Management Committee will be provided.

Key aspects of the role include:

* Sourcing a range of professional entertainers and community based performers to meet the scope of interests and age range of attendees at the Annual Brookfield Agricultural Show.
* The development of a comprehensive three day Entertainment program to promote the engagement of attendees during the Show
* Monitor and report regularly on Entertainment budget

Attributes:

Keen personal interest in the world of entertainment and /or experience in event management of activities similar to the requirements of the Brookfield Agricultural Show.

* + 1. **Signage Steward**

Duties: for the Show -

* Undertaking an audit of current signs early each year
* Consulting with stewards and management committee about numbers, contents and placement of signs both within the showground and externally
* Ordering and collecting signs from printers
* Placing them within the showground and externally in the fortnight before the show and removing and suitably storing them in the week after the show.

Attributes: Good communication skills, good organisational skills, able to work on one’s own and in teams.

Documents: current inventory of signs

* + 1. **Wine and Cheese Function Steward**

Duties: (during Show) comprise -

* organising wine and cheese tasting at Brookfield Show on Sunday afternoon
* organising signage and publicity for event

Attributes: Organisational skills, communication skills, knowledge of wine and sources available

**5. Children’s Art & Craft Stewards**

**Children’s Art**

This involves running the Children’s Art Show during the Brookfield Show.

You will need to co-ordinate a small team of volunteers, develop entry forms, schedules, organize judges, order ribbons and organize the display of art. You will be given assistance to support the redevelopment of this important and very popular Show activity.

Approximate hours would be two hours a week from January to May leading up to the show, hosting the Opening on the Thursday night prior to the commencement of the Show and being present with other team members during the Show.

**Children’s Craft**

This involves running the Children’s Craft Show during the Brookfield Show.

You will need to co-ordinate a small team of volunteers, develop entry forms, schedules, organize judges, order ribbons and organize the display of art. You will be given assistance to support the redevelopment of this important and very popular Show activity.

Approximate hours would be a couple of hours leading up to the show and being present with other team members during the Show.

It is possible to combine these two complimentary sections.