

# Volunteer Positions Available

## KELMSCOTT AGRICULTURAL SOCIETY INC

The Kelmscott Agricultural Society Inc is a volunteer not-for-profit organisation which is made up of a collection of dedicated volunteers from around the district who stage the Kelmscott Annual Show.

The Kelmscott Agricultural Society has the following positions available on its 2011 Kelmscott Annual Show Management Committee for a number of enthusiastic community orientated people. In many of the positions, no experience is required.

### ASSISTANT AWARDS COORDINATOR VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Awards Coordinator with the production of Prize Cards and the presentation of Awards for the Kelmscott Annual Show.

**Skills / Experience Required:** Basic computer skills preferred but not essential.

### ASSISTANT CHIEF STEWARD GROUNDS VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Chief Steward Grounds with the coordination of all exhibitions, displays, stewardship and judging of Sections contained outside of the Exhibition Hall during the Kelmscott Annual Show. This includes the Farmyard Nursery, Horses and Livestock Sections.

**Skills / Experience Required:** No Experience Required.

### ASSISTANT CHIEF STEWARD HALL VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Chief Steward Hall with the coordination of all exhibitions, displays, stewardship and judging of all Sections contained within the Exhibition Hall during the Kelmscott Annual Show.

**Skills / Experience Required:** Good interpersonal skills preferred.

## **ASSISTANT CRAFT MARKET COORDINATOR VOLUNTEER POSITION AVAILABLE**

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Craft Market Coordinator with organising craft demonstrators in the Exhibition Hall and to coordinate the Craft Market along the Canning River for the Kelmscott Annual Show.

**Skills / Experience Required:** No Experience Required.

## **ASSISTANT ELECTRICAL SERVICES COORDINATOR**

### **VOLUNTEER POSITION AVAILABLE**

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Electrical Services Coordinator provide a maintenance oversight of Kelmscott Agricultural Society electrical equipment while also coordinating the electrical services required for the Kelmscott Annual Show.

**NOTE:** No live electrical work is carried out by the person in this position. All live electrical work is undertaken by a fully qualified licensed electrician.

**Skills / Experience Required:** No experience required.

## **ASSISTANT ENTERTAINMENT COORDINATOR**

### **VOLUNTEER POSITION AVAILABLE**

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Entertainment Coordinator coordinate live entertainment at next year's Kelmscott Annual Show. This includes liaising with a number of entertainers and entertainment groups to ensure the best possible entertainment is provided at the Kelmscott Annual Show.

**Skills / Experience Required:** Some knowledge of the entertainment industry is preferred but not essential.

## **ASSISTANT ENTRY RECORDER VOLUNTEER POSITION AVAILABLE**

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Entry Recorder collect, record and process all entries to the various sections of the Kelmscott Annual Show.

**Skills / Experience Required:** Basic computer and book keeping skills preferred.

## ASSISTANT GATES & PARKING COORDINATOR

### VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Gates & Parking Coordinator with the movement of all pedestrian and vehicular entries onto the Showground while also overseeing parking and security requirements for the Kelmscott Annual Show.

**Skills / Experience Required:** No Experience Required.

## GENERAL POSITIONS AVAILABLE

**Position Description:** The Kelmscott Agricultural Society Inc being a not for profit organization has many diverse and challenging positions available for enthusiastic, community orientated people. Whether you enjoy working indoors or outdoors, we have a position for you.

The Kelmscott Agricultural Society has committee members ranging in age from 22 to 90. We are an extremely diverse group of volunteers and this is just one of the many reasons for the continual success of the Kelmscott Annual Show for in excess of 110 years.

The primary role of the Kelmscott Agricultural Society Inc is to assist with the planning and staging of the Kelmscott Annual Show in October each year.

To ensure the Kelmscott Annual Show continues to be successful, the Kelmscott Agricultural Society is continually seeking new people to join us bringing fresh and exciting ideas.

## ASSISTANT GROUND SPACE COORDINATOR

### VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Ground Space Coordinator with the placement of stall-holders within the show grounds.

Initially this involves contacting and then receiving ground space applications from previous and new stallholders.

**Skills / Experience Required:** Some book keeping skills are required.

## ASSISTANT MAINTENANCE COORDINATOR

### VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Maintenance Coordinator in providing a maintenance oversight of all Kelmscott Agricultural Society buildings, facilities and equipment.

**Skills / Experience Required:** Some handyman skills would be beneficial.

## OUTDOORS ASSISTANCE REQUIRED

The primary role of the Kelmscott Agricultural Society Inc is to assist with the planning and staging of the Kelmscott Annual Show in October each year.

The Kelmscott Agricultural Society Inc being a not for profit organization is looking for enthusiastic men or women of any age to assist us with outdoor preparation work the week prior to next year's Kelmscott Annual Show. Some tasks we require assistance with include ground marking, distribution and installation of equipment and business banners around the show grounds and the erection and dismantling of cattle, sheep & dairy goat yards.

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## ASSISTANT PUBLICITY & MARKETING COORDINATOR

### VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Publicity & Marketing Coordinator publicise and market next year's Kelmscott Annual Show.

**Skills / Experience Required:** Some publicity & marketing skills are required. The applicant will also be required to write editorials and advertisements for local newspapers.

## ASSISTANT SCHEDULE EDITOR VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Schedule Editor with the production of the Kelmscott Annual Show Schedule.

**Skills / Experience Required:** Basic computer skills required including a sound knowledge of Microsoft Publisher.

## ASSISTANT SPONSORSHIP COORDINATOR VOLUNTEER POSITION AVAILABLE

**Position Description:** The Kelmscott Agricultural Society is seeking a volunteer to assist the Sponsorship Coordinator locate businesses and corporate bodies with the aim of providing sponsorship of sections and specific areas of the Kelmscott Annual Show.

**Skills / Experience Required:** Basic writing, computer and interpersonal skills preferred.

If any of these positions take your interest, please contact us at [info@kelmscottshow.com.au](mailto:info@kelmscottshow.com.au) or alternatively on 9495 4001