

Volunteer Job Description - 2025 Hill Country Literary Festival

Author Signing Attendant

Job Description

Author Signing Attendant is responsible for assisting authors during book signings, managing book sales and distribution, and ensuring smooth interactions between authors and attendees. They also help with event setup, crowd control, and providing information to festival-goers.

Duties & responsibilities

- Help authors set up their signing area, organize their books, and manage the signing process efficiently.
- Help manage lines, ensuring that the event runs smoothly and that guests follow event guidelines.
- Serve as a liaison between authors, event coordinators, and festival-goers, ensuring clear communication and problem-solving when necessary.

Festival Runner

Job Description

A Festival Runner is responsible for providing on-the-ground support, assisting with event logistics, and ensuring the smooth operation of activities. They help with assisting attendees, authors, and staff as needed throughout the festival.

Duties & responsibilities

- Ensure that authors, panelists, and attendees have the necessary materials, directions, and information throughout the event.
- Help authors and speakers with their needs, including refreshments, and room setup before and after sessions.
- Help the festival staff with any tasks, such as distributing materials or helping with technical setup.

Room Attendant

Job Description

A Room Attendant is responsible for managing the logistics and atmosphere of event spaces, ensuring that sessions run smoothly and attendees are comfortable. They assist with room setup, monitor crowd behavior, and provide support to speakers and guests during events.

Duties & responsibilities

- Help speakers with any technical or logistical needs, such as adjusting microphones, providing water, or managing presentation materials.
- Answer questions from festival-goers, direct them to the right locations, and ensure their comfort throughout the session.
- Prepare rooms for sessions by arranging seating, setting up equipment, and ensuring all necessary materials (such as microphones, projectors, and handouts) are available.

Craft Attendant

Job Description

A Craft Attendant is responsible for assisting with hands-on craft activities and ensuring materials are prepared and available for participants. They guide attendees through craft projects, provide instructions, and maintain a clean and organized crafting area.

Duties & responsibilities

- Help attendees with craft projects, offering guidance, instructions, and support as they complete their creations.
- Maintain cleanliness and order in the crafting area, ensuring materials are replenished and the space is ready for new attendees.
- Encourage participation, answer questions, and provide a friendly and welcoming atmosphere for all craft activity participants.