

# Australian Discworld Convention 2024

## Committee Roles

Required ASAP – Please volunteer if you think these will match your skill set!

Fill in the form at <https://ausdwcon.org/volunteer/> or email us at [contact@ausdwcon.org](mailto:contact@ausdwcon.org)

## Design and Art lead

The lead will be the “look and feel” person for anything printed or viewed on the website for the convention. As the Design and art lead, you’ll help us marshal volunteer artists and designers so the convention looks great on the printed page and the internet. While you don’t need to be an artist yourself, we want someone familiar with art and design who can give good feedback and help meet deadlines, so organisational, managerial and time management skills are a must.

Your role includes the following responsibilities:

- Coordinate the Design Team
- Work with the publicity/marketing team on design of the convention logo and image.
- Be the guardian of the convention logo and ensure we present a consistent image.
- To be watchful for any copyright issues. E.g. the name “Discworld” is a trademark.
- Ensure that all members of the design team and artist volunteers have agreed that we can use their work. Write a template for an agreement with artists (can be customised on a per-artist basis). All volunteer artists will be credited in the Convention Book and website.
- Oversee the design of the Convention Book, working with the Events and Activities Officer, Guest Liaison, Membership Officer, Publicity Officer and committee. (Graphic design person may be separate).
- Arrange for the printing of the Convention Book.
- Producing leaflets/flyers/postcards with the Publicity and marketing team
- Design of the posters and handouts for the Con
- Design of any Merchandise we need including mugs, giveaways, T Shirts and other saleable items.
- Assisting in the production of the Auction and Silent Auction Booklet

## Guest Liaison

As always, a high calibre convention needs high calibre guests! Working with the chair and vice chair, you will help us source physical and virtual guests, organising travel and accommodation and being the number one point of call.

Your role includes the following responsibilities:

- Brainstorm and source some high-quality attending guests/virtual guests
- Work with Publicity as guests are confirmed to promote the convention.
- Ensure that all travel and accommodation arrangements are organised.
- Work with the Programmes Team to schedule the events that each guest is involved in. Confirm what is required in terms of audio-visual and other props for each guest.
- Source Guest Wranglers and keep them fully informed of the Guests appearances etc.

- Brief the guests on what they are doing
- Prepare thank you notes / certificates of appreciation / gifts to be given to each guest.

## Merchandise and Con Bags Coordinator

You'll be responsible for the physical items that convention attendees get – including pre-convention merchandise (some of which will be pre-sold), and closer to the convention ID badges, and the convention bags will be in your remit.

Your role includes the following responsibilities:

- Work with all Committee to decide on ideas for Merchandise
- Liaise with Treasurer to budget and cost merchandise appropriately
- Liaise with Membership to ensure that every Attendee has a bag and a badge
- Work with Design Team on the design of merchandise and the badges.
- Source lanyards, plastic wallets, bags
- Agree what needs to go in the Con bags
- Source those things
- Assemble a volunteer team to put together the bags
- Work closely with Design Team to ensure that all images are high quality and used appropriately

## Safe spaces coordinator

Ahead of the convention, you'll work with the chair and vice chair to ensure we're promoting a safe and inclusive environment – we want everyone to feel welcome and happy, and you'll help us achieve that (with a particular eye for cultural, disability, and LGBT+ issues). You'll also be our lead on Health and Safety and Security, ensuring that the convention environment remains safe, working with our Venue subcommittee, and ensuring event security on the day.

Your role includes the following responsibilities:

- Prior to the event, work with the committee to ensure our plans are inclusive and appropriate.
- Act as a central advocate and contact points for those attending the convention that may have special access requirements, and liaising with the venue team to make sure these needs can be met
- Work with Venue Liaison and Operations Officer to find out about security at the venue and the venue's policy on replica weapons, etc.
- Ensure only registered participants and guests are attending the convention, and report any discrepancies to the Membership Officer.
- Ensure convention attendees comply with the replica weapons policy, and that all replica weapons have been tagged.
- Oversee all security volunteers (The Watch)
- Act as primary first aid officer for the convention. If you do not have a current first aid qualification, instead you will ensure that the designated first aid officer is contactable at all times.
- Write formal reports on any urgent or emergency incidents, recording the persons involved and their contact address and telephone number, date and time of the incident, details of the incident as reported by persons involved (including witnesses) and all actions taken in

response to the incident (first aid treatments etc.) Reports should be written as soon after the incident as possible.

- Aid the association in case of any legal issues arising from the incident.
- Present incident reports to the committee, to be recorded and filed.
- Liaise with venue security staff and local law enforcement if necessary.

If any of the above sound like a job you'd like to do, please complete the volunteer form at <https://ausdwcon.org/volunteer/> with as much detail as you can, specifying which role you'd like to be considered for.

If you have any questions about these roles, or about other committee positions that may be available, please contact us on [contact@ausdwcon.org](mailto:contact@ausdwcon.org)

We will be actively looking to fill other committee roles in early 2023.