

MC & MUSIC

LIST OF DUTIES FOR FRANKSTON ARTS CENTRE

(published June 2025)

- Please arrive no later than 45 mins prior to the start of your session
- Check in with your supervisor on arrival (the Ticket Box will point you in the right direction)
- Go backstage to familiarise yourself with the environment and check the microphone, music and item number program before the audience is let in (at least 30 mins before the start of the session)
- Familiarise yourself with the iPad and how it applies to your role.
- Take the time to go upstairs and introduce yourself to the Adjudicator and Writer and take note of their names for the announcements (if not already entered into the iPad)
- Please refer to your announcements and recommended introductions of items
- It is your responsibility to keep to the timings for the session wherever possible through the setup of items on stage. If coaches need to be asked to hurry up, then do so in a polite yet firm manner.
- If there is a technical error and the team has entered the stage, please refer to the Supervisor for a decision on whether the team can re-appear or not (this is an Adjudicator decision). If this happens, please move on to the next item in the program and await communication from the Supervisor.
- Coaches will call their own lighting via headset – please keep out of their way during these items
- Please ensure there is a theatre technician present when DLP's are being loaded onto the theatre laptop during the breaks.
- Results for each item are either announced after each section or prior to each break (depending on the size of the overall competition. Please check with your supervisor regarding how your session will run.
- If the session you are MC'ing is a Tinies/Tots session then all coaches will be presented on stage prior to the final results to collect medals & certificates. You will be required to announce the clubs but the adjudicator will present them to the coaches.
- For all other sessions you will introduce the adjudicator for the final results and then announce the aggregate when she is finished. Please make sure you “refresh” the iPad at least once before stepping on stage to announce the aggregate winners (and make sure that all six items are appearing in the aggregate). The adjudicator will be the one to present the trophies to the winning coaches.
- At the conclusion of the session read the final reminders and close off the competition.

- You will be supplied with food & drinks during your session – the Supervisor will advise where, when and how.
- This role is subject to our confidentiality agreement so you will need to read and sign the paperwork supplied to you by the supervisor at each session you volunteer.
- This role is also subject to 1 profit share point for the club or to our nominated Charity, Love Your Sister. Please. Please advise the Volunteer Co-ordinator who you would like to allocate your profit share point to if you haven't already.

Thank you so much for volunteering your time for Longbeach!