

FOBI Brief – School Guides

Activity Details	
Your role:	School Guide Leader / School Guide
Reporting to:	Team coordinator: - Justin Clarke – 0437 382 675 School guide leaders: - Gemma Davie - - Rhiannon Maxwell - Savannah White – 0417 410 984 - Lilly Spotswood – 0481 119 939 - Laura Harper – 0418 545 002
Dates:	Friday, 14 August 2026
Venue:	Princes Wharf No.1
Address:	Castray Esplanade, Hobart, 7000
Event Timings:	8.30am-3.00pm
Responsibilities:	School Guide Leader - Brief the School Guides provide them with copies of the School Schedule and FOBI schools program - Ensure school guides are ready to meet and welcome school groups prior to entering PW1 - Check school guides are making sure their assigned groups are progressing through FOBI as per the School Schedule - Ensure school guides make it clear to their assigned groups when the session is to conclude - Field any enquiries from volunteers, and escalate to Justin or Belinda School Guide - On greeting school, check that the school is divided into smaller groups and direct to activities as per the School Schedule

	• Assist keeping groups together and progressing as per their schedule • Engage with students, school staff and exhibitors to ensure a fun time for all • Assist with FAQs from students and school staff • Be aware of any OH&S risks and report as needed • Monitor student movements to ensure groups stay together
Event Timings	
8.30am	Arrive at Princes Wharf No.1, sign in, and collect FOBI t-shirt
8.45am	Briefing with our Schools Guide Leaders about the responsibilities and timeline of the day.
9.15am-10.45am	Schools Session 1 • Guiding allocated school groups across three sessions as per published School Schedule • Timekeeping according to school schedules • Working alongside Schools Guide Leaders, who will be coordinating the school groups
10.45am-11.00am	Quick break and collection of next session schools
11.00am-12.30pm	• Guiding allocated school groups across three sessions as per published School Schedule • Timekeeping according to school schedules • Working alongside Schools Guide Leaders, who will be coordinating the school groups
12.30pm-1.00pm	Lunch break and preparation for next last schools' session
1.00pm-2.30pm	Schools Session 3 • Guiding allocated school groups across three sessions as per published School Schedule • Timekeeping according to school schedules • Working alongside Schools Guide Leaders, who will be coordinating the school groups
2.30pm-3.00pm	Assist resetting of the festival space for public day
3.00pm	Finish for the day – <i>sign out!</i>