**DOWT Spring 2018 – Gembrook Station**

**Position Descriptions:** Photo Attendant

**Shift:** 8:30am – 4pm
**Note:** The site open to public: 9am – 3:30pm

**Location:** Situated alongside 3rd opposite the Heritage Platform, on both sides of the post and rail fence.

**Role responsibilities**:

The purpose of this role is to ensure the safety and efficiency of the passengers having their photograph taken.

* Key points
	+ Ensure photo area / crossing is closed, and tracks are clear before any train movement happens in the yard.
	+ Have time/schedule awareness to monitor the queue length and close off accordingly.
* Communication
	+ with Signalman and crossing supervisors is essential in this role.
	+ loco movements will be advised by the driver / fireman
	+ working with the Actors to move through the line in an efficient manner
	+ with passengers – verbally and with the use of the *photo opportunity clock sign*

**Notes:**

Loco positions

Thomas: 3-Road and stops at photo opportunity point (just inside down end scotch block)
Percy: 2-Road and stops at photo opportunity point next to Thomas

Diesel and carriages (Train): 1-Road

Shuttle times

10:00 shuttle – **Blue** wristband

11:20 shuttle – **Red** wristband

12:40 shuttle – **Yellow** wristband

 2:00 shuttle – White wristband

Tips

Keep an eye on the wristbands

* Inviting passenger to board the train when the platform is open and later passengers they can have their photograph taken after Thomas returns – approx 40mins.
* Invite passengers to line up as the train is coming back into the Station – approx. 5min before arrival.

The role is also required to act as information points for patrons – please know where toilets, first aid, exit and activities are as per the sitemap.

Items required:

* Volunteer manual – which includes train operations run sheet and sitemap.
* Hi-vis vest
* There will be post and chains available to assist with securing the end of the line.
* The spare clock hands are in the Ticket Booth -

Please take breaks during quiet times eg: while the train is out – please inform others when exiting your role.

**Photo Attendant Run Sheet**

Before 9am – please ensure you’re familiar with the event site and personal in the Railyard.

|  |  |  |
| --- | --- | --- |
| **Photos** | **Operations** | **Train** |
| 9 – 9:50 | Photo opportunities with Thomas & Percy* Encourage passengers to have their photograph taken before the site gets busy, and they go on their 10am train ride.
 |  |
|  | Heritage Platform crossings open, passenger start boarding | 9:40 |
| 9:50 | Percy departs photo area to prepare for next shuttle | 9:50 |
|  | Close photo line (in accordance to the flow and length of line – approx. completion time) |  |
| 9:55 | Thomas shunting alongside the train on 2 RD before coupling up |  |
| **10am** |  **Shuttle 1** (blue) | **10am** |
| 10:30 | Open the queue – invite passengers to line up as the train will arrive back (good viewpoint) |  |
| 10:45 – 11:15 | Thomas and Percy to photo positions |  |
|  | Heritage Platform crossings open, passenger start boarding | 11am |
| 11:10 | Percy departs photo area to prepare for next shuttle | 11:10 |
|  | Close queue (if not already closed) |  |
|  | Thomas shunting alongside the train on 2 RD before coupling up |  |
| **11:20** | **Shuttle 2** (red) | **11:20** |
| 11:55 -12:35 | Thomas to 3 RD* Commence photographs with Thomas

Percy to Pit for water |  |
| 12:10approx | Percy returns to 2 RD * Be aware of train movement, pausing the photo line to ensure safe movement on the tracks
 |  |
|  | Heritage Platform crossings open, passenger start boarding | 12:20 |
| 12:30 | Percy departs photo area to prepare for next shuttle | 12:30 |
|  | Close queue (if not already closed) |  |
| 12:35 | Thomas shunting alongside the train on 2 RD before coupling up |  |
| **12:40** |  **Shuttle 3 (**yellow**)** | **12:40** |
| 1:05 | Open the queue – invite passengers to line up as the train will arrive back (good viewpoint) |  |
| 1:15 – 1:55 | Thomas and Percy return to photo positions |  |
|  | Heritage Platform crossings open, passenger start boarding | 1:40 |
| 1:50 | Percy departs photo area to prepare for next shuttle | 1:50 |
|  | Close queue (if not already closed) |  |
| 1:55 | Thomas shunting alongside the train on 2 RD before coupling up | 1:55 |
| **2pm** |  **Shuttle 4 (**white**)** | **2pm** |
| 2:30 | Open the queue – invite passengers to line up as the train will arrive back (good viewpoint) |  |
| 2:40 -3:30  | Thomas and Percy return to photo positions |  |
| 3:30 | Site ClosesEnsure queue is closed, clear of rubbish, return clock times/hands to the ticket booth |  |

This is an approx guide to assist with the open times for photo opportunities

Please refer to the train operations run sheet in the volunteer manual to identify the times of train movement.

- THANK YOU -