

DREAM

BIG

CHILDREN'S FESTIVAL

**UniSA Placement
Handbook**

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ACKNOWLEDGEMENT OF COUNTRY

DreamBIG takes place on the unceded land of the Kurna people. For thousands of years, the Kurna people have gathered at the Karrawirra Pari (now also known as the River Torrens) to share songs, stories, dances, and celebration. We acknowledge their continuing relationship with this land, and the stories that are tied to it. We are honoured to continue their tradition of celebration and storytelling. Always was, always will be Kurna Land.

WELCOME AND THANKS

Welcome to the 2023 DreamBIG Festival! We wouldn't be able to do such a massive event without your help. We hope that you enjoy your time with us, and find the experience rewarding!

ABOUT DREAMBIG

DreamBIG Festival is South Australia's iconic arts festival for children and families, and Australia's premier arts event engaging children in high quality, professional arts experiences. Since 1974 over 2.5 million children have engaged with the festival.

ABOUT THE PROGRAM

- DreamBIG Festival 2023 has a fantastic program filled with a large variety of shows and activities in two streams – for schools, and for families.
- The school program provides opportunities for thousands of South Australian school children to participate in the arts, through statewide projects, regional touring programs as well as exhibitions, workshops, theatre and dance here in Adelaide. You can flick through the schools program [here](#).
- The [Big Family Weekend](#) (BFW) on 20-21 May will be a highlight for Adelaide families. This weekend event will be jam-packed with performances, as well as free activities and workshops for children.

CONTACTS

In the event that you are running late, can't find a venue, or need some help during the Festival, please call:

Name	Role	Contact Details
Maddy Warren	Festival Coordinator	0423 238 887 Maddy.Warren@adelaidefestivalcentre.com.au
Sara Zuidland	Programming Coordinator	0423 237 136 Sara.Zuidland@adelaidefestivalcentre.com.au

OTHER USEFUL CONTACTS

There are a range of other people around the Adelaide Festival Centre and other venues who can help you:

Name	Contact Details
Adelaide Festival Centre (AFC) Stage Door	08 8216 8724
Reception	08 8216 8600
Security	0412 549 804

The Front of House (FOH) staff are also a great source of information and know all about the centre, inside and out. At times they may be busy getting patrons in and out of ticketed events, but they will do their best to help whenever possible.

YOUR ROLE DURING DREAMBIG

Your role is an integral part of the production and delivery of the festival and the DreamBIG Festival is committed to developing and maintaining a student placement program that is mutually rewarding, effective and efficient.

YOUR RIGHTS AND RESPONSIBILITIES

The DreamBIG Festival will ensure that placement students are:

- Provided with the information they need to complete their role.
- Able to seek advice and be given guidance to assist them to fulfil their role.
- Have a safe and happy work environment.

As a placement student participating in the DreamBIG Festival, you will ensure that you:

- Have a professional and positive attitude.
- Welcome supervision and instruction from staff.
- Are willing to learn and seek advice when unsure.
- Have read and adhere to all guidelines relating to your role.

DRESS CODE

- You will be issued with a **volunteer pass**. **You must wear your volunteer pass at all the times you are on shift**. This pass identifies you as a volunteer that has completed all induction and security checks and is cleared to be on site and working with children.
- DreamBIG will issue you with a **volunteer t-shirt**. We ask that you wear this t-shirt while you are on shift as much as possible – but we recognise that sometimes you may need to wash this! If you are not wearing your volunteer t-shirt, please be mindful of any branding or text that may not be appropriate for children.
- We recommend that you wear **comfortable shoes** and bring **wet weather gear** if need be.

BELONGINGS

- You are welcome to leave your belongings behind the reception desk in the Dunstan Playhouse Foyer. While most of the time this desk will be staffed by Adelaide Festival Centre staff, we cannot guarantee it will be attended the entirety of the time, so we highly recommend that you do not leave valuables in your bag.

REPORTING FOR YOUR SHIFT

- On arrival, sign in at the reception desk in the Dunstan Playhouse foyer. Your shift time includes about 15 minutes for you to sign in and make your way to the location of your activity or event, and check in with the lead artist you are working with (see more information about this below).
- If you are rostered for the afternoon shift of the WRITE NOW Festival, please meet Georgi outside of main entrance to the State Library (the big glass box)
- **If you are running late for any reason, please call us so that we can organise someone to cover your spot until you arrive.**

BREAKS

- You will not have a fixed time for breaks, but we will ensure that you get appropriate breaks to go to the toilet, get a drink and have a snack. For some activities, this will occur naturally between sessions, such as workshops.

CHANGING OR CANCELLING SHIFTS

- If you cannot make it to a shift or need to change a shift, please contact us as soon as possible. The more notice we have, the more likely we can organise another person to cover you.
- Please do your best to make it to your scheduled days and times as we may not always be able to fill all gaps, which will impact the festival.

FINISHING YOUR SHIFT

At the end of your shift please advise the supervisor/artist in your area that you are leaving, and sign out at the reception desk at Dunstan Playhouse Foyer.

ACCESS TO EVENTS

Your DreamBIG artist pass entitled you free entry into DreamBIG events, subject to capacity. If you would like to use your pass to see a performance, please arrive at the venue fifteen minutes before the scheduled start time, and let Front of House know. They will let you know if there is capacity to admit you into the session. You will be seated after the rest of the audience. Please note that in the event a performance or activity is sold out, there may not be capacity to admit you. In the event of multiple artists or volunteers wanting admittance into a performance, Front of House will admit people on a first in, first served basis.

EVENT LOCATIONS

The Adelaide Festival Centre (AFC) will be home to many, but not all DreamBIG events. **Please make sure you check your brief and roster to confirm where you need to be for each shift and leave enough time to get there.**

ADELAIDE FESTIVAL CENTRE



DreamBIG Opening Event

Location: Festival Theatre

Meeting Point: Dunstan Playhouse Reception Desk

Key Contact: Sara Zuidland

General Information:

You are invited to DreamBIG's Opening Spectacular! Celebrate 'Our World' by raising your voice as part of the Mighty Choir of Small Voices, as students sing My Island home. Students will also see high-energy performances from some exciting DreamBIG artists.

There are three different roles for this event:

- **Access Guide** – your role will be to greet students who are dropped off in the accessible drop off zone, and guide them and any other students/teachers to the Festival Theatre.
- **Quiet Space Monitor** – Students who are overwhelmed by the noise and stimulation of the Opening Event may require a quiet space as a respite. Your role will be to monitor the Quiet Space in the John Bishop Room in the lead up to the Opening Event.
- **Livestream Minder** – This year, DreamBIG is livestreaming the Opening Event for the first time. In the lead up, we will have a host interviewing artists and 2 students during the pre-show livestream. Your role will be to greet the 2 students (and their teacher) from Wasley Primary School who will be interviewed, accompany them to their interview, and take them back to their seat post-event.

Your schedule:

8:45pm	Dunstan Playhouse Foyer	Arrive, check in
9.00am	Festival Theatre Foyer	Briefing
09.30am – 11am	Various	Each of your will have a separate schedule depending on your role.
11am	Festival Theatre	Join the rest of UniSA students to watch the Mighty Choir's rehearsal, and the Opening Event.
11:45am	Festival Theatre	Opening Event ends. Assist FOH with schools moving from the Opening Event to their next activity.
12pm		Your session is finished!

Planetoids

Location: Artspace Plaza

Meeting Point: Artspace Plaza

Key Contact: Lead artist - Week 1: Michaela Rudd / Week 2: Kathryn Adams

General Information:

An interactive installation that explores our relationship to the planet, the cosmos and each other. Planetoids invites one class at a time to create their own planetoid in a miniature universe. After a short performative explanation by the lead artist, students can create their own hanging world in small groups out of natural materials. Your role will be to assist the lead artist during the creation part of the workshop by interacting with students. Each session runs for 30 minutes, and then there is 30 minutes to reset/have a short break if needed.

Your schedule – School sessions

Please note there is a very small number of school sessions that have not been booked. We will inform you individually if any sessions on a day that you have been allocated to has been cancelled.

09.00am	Dunstan Playhouse Foyer	Arrive, check in
9.15am	Planetoids – Artspace Plaza	Meet your lead artist, who will give you a short briefing. Assist in set up
10am	Planetoids – Artspace Plaza	Session #1
10.30am	Planetoids – Artspace Plaza	Reset
11am	Planetoids – Artspace Plaza	Session #2
11.30am	Planetoids – Artspace Plaza	Reset
12pm	Planetoids – Artspace Plaza	Session #3
12.30pm	Planetoids – Artspace Plaza	Reset
1pm	Planetoids – Artspace Plaza	Session #4
1.30pm	Planetoids – Artspace Plaza	All sessions finished. Assist with pack up and then you are free to go!

Your schedule – Big Family Weekend Sessions

Planetoids on Big Family Weekend does not have structured sessions – the installation is drop-in so families can come and go as they please. Once you have checked in at Dunstan Playhouse Reception Deck, you have 15 minutes to make your way to the Artspace Plaza. Your lead artist will brief you as to how the drop in session will run. The installation is open to families from 10am – 3.30pm

Write Now Festival

Location: Space Theatre & State Library of South Australia

Meeting Point: Dunstan Playhouse Reception Desk

Key Contact: Sara Zuidland

General Information:

After a keynote address, participants will enjoy a day of masterclasses and workshops with inspiring authors and writers, tailored to students individual interests. The event will start at the Space Theatre at Adelaide Festival Centre, and then students will be led to the State Library for the remainder of the sessions. Recess and Lunch will be hosted in the beautiful Mortlock Wing at the State Library. [Link to Timetable.](#)

Your schedule – morning shift:

8.30am	Dunstan Playhouse Foyer	Arrive, check in, assist with set up of Student registration
9.00am	Dunstan Playhouse Foyer	Facilitate student registration. Students will be given a nametag, an individual itinerary and a notebook.
9.30am	Dunstan Playhouse	WRITE NOW Festival starts. Keynote Address.
10.00	Dunstan Playhouse	Students are asked to find their group leader (you). You will have a checklist of up to 25 students, and once you have your group, you will walk them from Dunstan Playhouse to the State Library of South Australia. An AFC staff member will be with you.
10.10	State Library of South Australia – workshop spaces	Accompany your group of students to their workshop in the State Library. You will sit in on the workshop, and able to participate if you like!
11.20	State Library of South Australia – Mortlock Wing	Walk your group from their workshop space to the Mortlock Wing for recess.
11.45	State Library of South Australia – workshop spaces	At the end of recess, students will be asked to find their next group leader (you). You will check off a list of up to 25 students, and take them to their next workshop space. You will sit in on the workshop, and able to participate if you like!
12.50pm	State Library of South Australia – Mortlock Wing	Walk your group from their workshop space to the Mortlock Wing for lunch
1pm		Your session is finished! You are free to go, or to hang around and listen in on more workshops and the panel talk if you like.

Your schedule – afternoon shift

12pm	State Library of South Australia – entrance	Meet Georgi at the main entrance to the Library (outside the big glass box). Check in. Georgi will show you where you can pop any belongings. (Feel free to come early and sit in on any workshops if you like)
12.30pm	State Library of South Australia – Mortlock Wing	Assist with set up of book signing in Mortlock Wing, ready for lunch.
12.50pm	State Library of South Australia – Mortlock Wing	Student Lunch. Assist with monitoring students in the Mortlock wing.
1.30pm	State Library of South Australia – workshop spaces	At the end of lunch, students will be asked to find their next group leader (you). You will check off a list of up to 25 students, and take them to their next workshop space. You will sit in on the workshop, and able to participate if you like!
2.40pm	State Library of South Australia – Hetzel Lecture Theatre	Accompany your students from their workshop space to the Hetzel Lecture Theatre.
2.45pm	State Library of South Australia – Hetzel Lecture Theatre	Students attend the announcement of the WRITE NOW Competition winners, and the final panel talk
3.45pm	State Library of South Australia	Students dismissed. Assist with students finding their teachers.
4.30pm		Your session is finished!

Guru Dudu’s Mysteries of Nature Silent Disco Walking Tour

Location: Walking from Festival Plaza, across the footbridge, to Pinky Flat and back

Meeting Point: Dunstan Playhouse Foyer - Reception

Key Contact: Lead Artist - Diane Reed

General Information:

Guru Dudu invites you to pop on some headphones and come on an immersive dance-walking journey to explore the local ecology around the Adelaide Festival Centre and Karrawirra Pari/ River Torrens.

Your role will be to assist Diane in distributing and collecting headphones, and wrangling the group as they travel through the tour. Enjoy yourself by showing off your best dance moves!

Your Schedule:

As there are a few different session times for this, we have left the times generic. On the Big Family Weekend, there will be three performances per day.

Start Time	Dunstan Playhouse Foyer	Arrive, check in
30 mins before first performance	Dunstan Playhouse Foyer	Meet Diane in the foyer and assist her with bringing headphones to meeting point. She will give you a briefing about your role.
Performance	DreamBIG archway – Festival Plaza	45 min performance/walking tour. Assist Diane as required in distributing headphones and facilitating the session
Post-performance	Dunstan Playhouse	Assist Diane in returning the headphone to the dressing room if required
Between performances		You may have a break between performances – feel free to explore the festival, or find a quiet place to do your work.
30 mins before 2 nd performance	Dunstan Playhouse Foyer	Meet Diane in the foyer and assist her with bringing headphones to meeting point.
Performance	DreamBIG archway – Festival Plaza	45 min performance/walking tour. Assist Diane as required in distributing headphones and facilitating the session
Post-performance	Dunstan Playhouse	Assist Diane in returning the headphone to the dressing room if required. After this, your session is finished and you are free to go!

Our World on Screen

Location: Star Kitchen and Bar, Festival Theatre foyer

Meeting Point: Star Kitchen and Bar, Festival Theatre foyer

Key Contact: Lead Artist – Janine Kelly

General Information:

Join the Australian Children’s Television Foundation (ACTF) for a workshop to explore storyboarding and narrative structure. After a short presentation, students will be divided into small groups to work on an ipad to create their own storyboard. Your role will be to assist the facilitators from ACTF in the small group work.

Each session runs for 45 minutes.

Your schedule:

As the first session at 10.30am has been cancelled, your shift times have been changed – see below.

10.30am	Dunstan Playhouse Foyer	Arrive, check in
10.45am	Star Kitchen & Bar	Meet Janine and receive briefing. Assist with set up
11.45am	Star Kitchen & Bar	Session #1
12.30pm	Star Kitchen & Bar	Session #1 ends. Assist with reset
1pm	Star Kitchen & Bar	Session #2
1.45pm	Star Kitchen & Bar	Session #2 ends. Assist with pack up.
2pm	Star Kitchen & Bar	You session has ended! You are free to go.

Kids' Own Library

Location: Space Theatre Foyer

Meeting Point: Space Theatre Foyer - Reception

Key Contact: Georgi Paech

General Information:

Our Big Family Weekend audience are invited to create their own eight page book using the Kids Own Publishing app. DreamBIG will have ipads available for children to create their own book, which can then be printed onto A4 paper.

Your role will be to assist families in using the app, print, and show families how to fold the A4 paper into a book.

There will be two placement students at this station. Please cover each other for water/bathroom breaks.

Your schedule – morning shift:

9.30am	Dunstan Playhouse Foyer	Arrive, check in
9.45am	Space Theatre Foyer	Meet Georgi & receive briefing.
10am	Space Theatre Foyer	Big Family Weekend starts – Kids' Own Library Opens
1pm	Space Theatre Foyer	Your session finishes and you are free to go!

Your schedule - afternoon shift:

12pm	Dunstan Playhouse Foyer	Arrive, check in
12.15pm	Space Theatre Foyer	Meet Georgi & receive briefing.
12.15pm	Space Theatre Foyer	Kids Own Publishing will be running when you arrive. Once you are briefed, be ready to jump straight in! The morning team are on until 1pm
3.30pm	Space Theatre Foyer	Kids' Own Library closes. Please bring the ipads to the Dunstan Playhouse foyer and leave with reception staff.

Flock Together

Location: Festival Plaza – next to DreamBIG archway

Meeting Point: Festival Plaza – next to DreamBIG archway

Key Contact: Lead Artist - Eleanor Ford

General Information:

In flock together, children and their families are invited to decorate the wooden cutout of a native bird. Once decorated, they can choose to add their bird to the 'flock' (a growing installation of birds) or take their bird home.

Your role will be to assist Eleanor in the delivery of the workshop, including greeting families and giving them instructions on how to participate in the workshop.

Your schedule – morning shift:

9am	Dunstan Playhouse Foyer	Arrive, check in
9.15am	Festival Plaza	Meet Eleanor and receive briefing. Assist with set up if required.
10am	Festival Plaza	Big Family Weekend starts
10.30am	Festival Plaza	Flock Together starts
2.30pm	Festival Plaza	Your shift is finished, and you are free to go!

Your schedule - afternoon shift:

12pm	Dunstan Playhouse Foyer	Arrive, check in
12.15pm	Festival Plaza	Meet Eleanor and receive briefing. Please be aware that Flock Together will already be running, so be ready to jump straight in!
3pm	Festival Plaza	Flock Together closes.

EVENT SAFETY

There will be thousands of people attending the festival across the week, so it is important you know what to do if there is an incident or an emergency. In the event that an emergency response is required, please follow the instructions of Adelaide Festival Centre personnel. Do not take any actions yourself unless instructed to by key staff.

LOST PERSONS

With so many children, it is likely that at some point some children may get separated from their parent, teacher or carer and need your help. If a child presents themselves to you as lost:

- Ask them their name
- Reassure them that everything is going to be fine
- Locate the closest Front of House staff member or security guard and advise them of the situation
- Staff here will take over from you in attempting to locate the parent or carer
- Do not put yourself in a position where you are alone with the child.

If a member of the public tells you a child is missing:

- Locate the closest Front of House staff member or security guard to assist
- Staff will take over from you in attempting to find the child

FIRST AID

- In the event that someone requires first aid attention, please look for Security or Front of House members at the Adelaide Festival Centre, who will deal with the situation. You do not have to handle a first aid situation yourself. Alternatively, head to Concierge at the Festival Theatre, or Reception at the Dunstan Playhouse.

SECURITY INCIDENT

- If someone talks to you or acts in a way that makes you uncomfortable, including aggressive behaviour, please seek assistance from the closest security guard or AFC staff member. You do not have to handle a security situation yourself.

PROPERTY DAMAGE

- If you become aware of any damage to the facilities, and/or any of the exhibits, please locate the closest staff member who will deal with the situation and report it to the appropriate personnel.

CHILD SAFETY

Child safety is something the DreamBIG Festival takes very seriously. All staff and artists who will be working directly with children are required to have successfully completed a DCSI Working With Children Clearance and every effort has been made to ensure this.

You will be working closely with children throughout the festival and we encourage you to get in and enjoy the workshops, events and activities with them – it's a big part of the fun of the festival to witness their delight and enjoyment as they discover and experience the arts.

However, please be aware of the following:

PROTECTING YOURSELF

- It is important that you do not put yourself in a position where you could be accused of any wrongdoing with a child. **At no point should you be alone with a child.**
- If a parent/carer/teacher asks you to assist with a child, for example, taking them to the toilet, please say to them that you are not allowed to do this. If they require assistance, please refer them to a staff member who will handle the situation.

REPORTING ABUSE AND NEGLECT

- Child safety is the responsibility of everyone in the community. Child abuse can happen to any child in any family and can be physical, sexual, emotional or neglectful.
- If you see or hear something that suggests that a child is being seriously harmed or neglected you have a responsibility to report it. Please contact a member of the DreamBIG team and we will identify the appropriate person to deal with the situation.
- If you see something where you suspect a child is at immediate risk, such as a child wandering off, please do not hesitate to intervene if you are comfortable to do so or contact us and we will identify the appropriate person to deal with the situation.
- **You do not have to handle these situations yourself.**

PHOTOGRAPHY

There will be lots of cool things going on throughout the festival and you will be a part of it. You will probably want to take photos of what you are doing to share with your friends.

However, you **MUST NOT** photograph any children at the festival and share on social media.

If you would like to take photos for documentation as part of your university assignments, you must:

- Seek permission from the child's teacher and explain what it will be used for. Explain your role as a pre-service teacher and your role on placement at DreamBIG.
- Respect the decision of any teachers who do not give consent.
- Only use these photos for internal UniSA work. These photos should **NEVER** be shown in a public forum such as social media.

DreamBIG EVENTS

DreamBIG has a number of events that you are invited to! Some of these events require an RSVP to attend. These events include:

DreamBIG's Opening Event

Wednesday 17 May at 11am
Festival Theatre

Celebrate the Opening of DreamBIG 2023 by raising your voice as part of the Mighty Choir of Small Voices. In a DreamBIG first, the choir will be led in a mass dance event by the youth dance ensemble Dusty Feet Mob.

DreamBIG has already popped seats in the Grand Circle foyer aside for you all for this event!

Invited Guest Performance of Erth's Prehistoric World

Friday 19 May at 6.30pm
Dunstan Playhouse

See the prehistoric creatures of your imagination come to life on stage in this enchanting show from world-renowned Erth Visual and Physical Inc.

RSVP here by Friday 12 May: <https://form.iotform.com/231160876257863>

Teachers' Professional Learning Panel: Creative Minds Creative Worlds

Thursday 25 May – 4.30pm – 6pm
Quartet Bar

DreamBIG and the Department for Education invite teachers to a unique discussion between artists who engage with young people in their work. Panellists include :

- Kjell Moberg (Artistic Director, New International Encounter Theatre)
- Fionnuala Kennedy (Playwright, Prime Cut Productions' *Removed*)
- Curly Fernandez (Performance Artist & Co-Director of ArtBomb),
- Yasmin Gureeboo (Artistic Director, ActNow Theatre)

RSVP here by Tuesday 24 May: <https://form.iotform.com/221778375260865>

FREQUENTLY ASKED QUESTIONS

Q: Where are the nearest toilets?

There are 2 toilet blocks located in the Festival Theatre foyer (ground floor) and by the Banquet Room and in the Dress Circle Foyer. There are toilets in the Dunstan Playhouse at the main entrance and by the Space Theatre.

Q: Where is the parent room?

There is a parenting room located in the foyer of the Festival Theatre. This facility includes a change table for babies. The Dunstan Playhouse toilets also offer a change table.

Q: Where can I leave my pram while I go to an event?

Pram parking will be different depending on the venue. Please refer people to the Front of House staff who will be able to direct them to the relevant spot.

Q: Where can I recover Lost Property?

Depending on your location, Lost Property at AFC will be taken to the Reception at the Dunstan Playhouse, or Concierge Festival Theatre foyer.

Q: I require accessible access and seating.

All venues have accessible access and seating. Please see a Front of House staff member to direct you to the closest accessible access or seat available. Every theatre and event/function area of the Adelaide Festival Centre is guide/assistance dog friendly.

Q: I require an accessible toilet.

Accessible toilets are available in the foyers of the Festival Theatre and the Dunstan Playhouse.

Q: Where can I buy food and/or drinks?

Over BFW there will be a range of food trucks available on Festival Plaza, as well as the Star Kitchen and Bar in the Festival Theatre foyer.

Q: Where is a good lunch spot for my students?

If the weather is dry, we recommend Elder Park, The Amphitheatre (series of grassed steps next to Allure), Festival Plaza, or the Women's Memorial Pioneer Garden, located across King William Road next to Torrens Parade Ground. If there is wet weather, one class size can fit in the Elder Park Gazebo, or under the Riverbank footbridge, but Adelaide Festival Centre will make the Festival Theatre foyer available in the event of rain.

Q: I have some feedback for the DreamBIG Festival. Who do I contact?

We value any feedback you have. Please email us at dreambig@adelaidefestivalcentre.com.au or call 8216 8600.