

## **THANK YOU FOR YOUR INTEREST IN VOLUNTEERING FOR ARTSWELLS 2009!**

There are many areas where you can help. Please pick an area you will most enjoy and be competent in!

- Volunteer training will be done on site. The following are only brief job descriptions. If you have any questions, please ask us.
- Shifts are generally 4 hours. Please arrive 5-10 mins before your shift at your site. If you have to leave before your shift is over, please make sure there is someone to cover your area, and let an ArtsWells Staff member or other volunteers know what is going on.
- Any suggestions or concerns are important to us - please share your time & thoughts with us!
- Volunteers who complete 12 hours of volunteering will receive a festival pass, free food all weekend in the volunteer / performer kitchen and free camping. Pendants and name tags will identify volunteers.

### **Pre Festival Set Up**

- Postering and flyering in your town/area
- Picking up/delivering supplies
- Set up the site or stage 3-4 days pre fest: prepare venues (with decoration, tables & chairs set up, flagging site perimeter, help build or assemble stages/structures)
- Some physical labour
- Sign making
- Baking
- Other simple tasks vary

### **Environment**

- Clean and set up Hall and church in the morning to be ready for afternoon and evening performances
- Clean washrooms at the Hall and the School

- Empty garbages around site and in buildings
- Restock washrooms with soap, toilet paper ect.
- Monitor outdoor site including outdoor stage area and campsite for garbage, signs that have been knocked down etc

### **Box Office**

- Sell wristbands or day passes
- Give out hand stamps for kids under 12
- Collect money/ give out change & record all interactions
- Info sheet with prices will be provided
- Check for wristbands or stamps of coming/going people
- Give out schedules, directions, assistance
- Direct performers/volunteers to school for meals, storage
- Keep a careful tally of passes/ program sold
- Friday evening at the Main Hall box office will check in volunteers and performers and give their welcome packages as well as the Saturday Outdoor Stage Box office

### **Kitchen Performer/Volunteer @ school (under Martin Comtios)**

- Help with Food prep, washing dishes, maintaining food stocks, serving and cleaning areas
- Monitor performer & volunteer meal tickets/pendants
- Sell guest meal tickets

### **Food Canteen/Concession**

- Handling cash (float will be given)
- Selling of snacks, restocking as necessary, keep area clean, keep record of sales
- Balancing records with cash on hand/Cashing out at the end of the shift; giving money back to IMA/ArtsWells

### **Merchandise Selling (Festival & Artist merchandise)**

- Help set up merchandise display

- Sell merchandise and keep accurate records of all transactions
- Check in performer merchandise and record all items being sold
- Keep each performers merchandise and records separate
- Fill out cash forms and make sure floats are correct at beginning & end of shift

### **Bar Ticket/ Concession Table**

- Sell beverage tickets, snacks and water
- Keep records of ticket sales
- Must be 19 years old or older, Serving it Right an asset

### **Bar Server**

- Take tickets & give out beer/wine
- Maintain clean working area; keep adequate stock of cups & beverages
- Report any incidents or supply shortages to ArtsWells staff
- Must be 19+ years old, Serving It Right an asset
- Read and become familiar with official house policy
- When replacement comes do a quick once around the hall to pick up empty cans, bottles and garbage off tables and bleachers

### **Security/Room monitor**

- Watch over specific areas, ensures that nothing is being damaged or removed without permission
- Secure off-limit areas
- Ensure only ArtsWells staff, guests, performers & volunteers are entering the restricted areas (the performer/volunteer kitchen, backstage & camping zone)
- Keeps backstage area tidy and free from traffic and unauthorized persons
- Security of hall, make sure no one is sneaking in
- Security volunteers are to report any suspicious or troubling behaviour to ArtsWells Staff
- All emergencies (medical, fire or violence) must be immediately reported to 911

- For Threatening or Violent behaviour: do not get directly involved in any violent incident; remain calm and contact IMA staff or 911 (this has never been an issue and is very unlikely)

### **Gallery Assistance**

- Sell merchandise from IMA gallery
- Check in performers and volunteers
- Direct people where to go (school, hall basement, outdoor stage, etc)
- Have info boards up, with large map to avoid repeat questions
- Give out general information: i.e. public washrooms; camping areas; restaurants; schedule of events
- Help any workshop leaders set up/ tear down, any other assistance they might need
- Sell tickets and day passes, give hand stamps to children under 12 (see duties under "Box Office")

### **Documentation**

- Must have own camera
- Take photos at designated location (will be one of the stages)
- Provide IMA with a digital copy of all photos taken while on duty

### **Information/ General hospitality (table located in the school)**

- Provide performers/volunteers/festival goers with information about the festival and the site
- Have sign board with all activities going on that day and times

