

VOLUNTEER POSITIONS

▶ VOLUNTEER SUITE

- **Volunteer Coordinator**
 - To recruit volunteers for the festival. Send passes and tickets and coordinate days and times. Provide updated list with names, phone numbers and times for dispatcher
- **Volunteer Dispatcher**
 - Check in volunteers in the Volunteer Area
 - Give volunteer credential, t-shirt
 - Provide job descriptions, layout maps, HELP Cards and needed supplies
 - Dispatch volunteers to assigned areas
 - Oversee/maintain coffee, water and snacks in Volunteer Area
 - Interact with Festival Receptionist in Box Office when needing assistance
 - Make sure HELP Cards are given to Festival Receptionist for timely handling
 - Make sure Yellow Receipts are taken to Festival Receptionist for timely handling

▶ ARTIST HOSPITALITY

- **Hospitality Manager**
 - Oversee operations in the Artist Hospitality area and kiosk
- **Hospitality Assistants**
 - Assist with making coffee, preparing fruit, vegetables, breads, put out snacks and keep the area tidy.
 - Point person: Hospitality Manager

▶ ARTIST AMBASSADORS

- Interact and check in with the artists throughout the festival
- Booth sit for artists taking breaks
- Distribute and receive artist receipt books/ HELP cards to and from artists and the festival receptionist

▶ POSTER SALES & INFORMATION BOOTH

- Assist at poster/information booth as needed with sales recording, cash, check and credit card information.
- Make sure posters and sales items are stocked and in supply throughout the day

▶ FESTIVAL DOCENTS

- **Entry/Exit Gate Docent**
 - Welcome guests, take tickets, hand out programs on guest Entry.
 - Assist Receipt Takers collecting sales receipts and thank guests for attending on Exit.



- **Artist Docent**
 - Welcome and orientate new artists
 - Explain how HELP Cards, Booth Sitting, etc., works
 - Provide guidance for Thursday Set-Up and Sunday Check-Out
 - Interact and check in with artists throughout the festival

▶ **ARTIST ARRIVAL CREW**

- Check in and greet artists during Thursday Set-Up
- Provide Info packets and offer water
- Help direct them to their designated area

▶ **ACTIVITY AID**

- Collaborate with the artist/community partners
- Provide assistance and guidance with the ongoing activity

▶ **OTHER OPPORTUNITIES**

There will be many activities going on daily and the need for miscellaneous help. Sometimes we may ask to reassign you to another area on an as-need basis! We appreciate your flexibility if these needs occur.