

# Volunteer Position Descriptions

## **Site Manager**

This is a key leadership position that requires specialized training. Site Managers are encouraged to sign up for the Site Management class (MUSX 200/400) offered spring semester.

As a Site Manager, you are responsible for coordinating all of the functions at the assigned venue, making sure the site runs smoothly and on time. Your day starts at Volunteer Headquarters, where you will pick up a site box with all the materials and supplies needed for the day. You will be in charge of signing volunteers in at the beginning of their shift, and out at the end. You will work with the sound and stage managers to ensure everyone stays on schedule. You will keep time for performances and work with the Performance Evaluation Clinicians (PEC's) as needed. You will give assignments and directions to site volunteers, interact with band directors and performers, and resolve any conflicts or issues that may arise. When the functions of your site are finished for the day, it is your responsibility to straighten the area, gather supplies and return the site box to Volunteer Headquarters.

## **Site Volunteer**

Many site volunteers are needed at each performance and workshop venue on campus and throughout the community to assist the Site Manager with crowd control and noise control, overall site cleanliness and flow. As a Site Volunteer, you may be assigned to greet attendees, direct participants, escort groups, check directors in and out of the event, keep time, usher crowds or to simply float looking for trouble spots. Site Volunteer shifts are generally assigned in 2-4 hour increments.

## **Stage Manager**

The Stage Manager is critical to the operations and flow of a site and the position requires specific training. Knowledge of basic stage set-up is preferred but not required, as set-up handouts will be provided. A general knowledge of musical instruments is also preferred. As Stage Manager, you work with the sound technicians and other staff to ensure stage equipment is properly set up and special logistical needs for each group are met. You guide performers on and off stage. You are responsible for introducing performers and work with the Site Manager to ensure each performance starts and ends on time. (The Stage Manager and WPA volunteer positions are sometimes combined.)

## **Workshop Presentation Assistant (WPA)**

A Workshop Presentation Assistant (WPA) helps ensure the best possible experience for both the presenter and audience at a workshop. As a WPA, you will introduce the presenter and then act as his/her helper in whatever needs to be done. This may include making final equipment checks, getting him/her a glass of water, distributing handouts, gathering surveys and making announcements. You will also count attendees and reset the room for the next workshop. (The Stage Manager and WPA volunteer positions are sometimes combined.)

## **Information Team Specialist**

Information Team Specialists are required to have a detailed knowledge of the Moscow/Pullman area and University of Idaho campus. The information table is stationed at the Student Union Building and is the go-to spot for questions of all kinds. As an Information Specialist, you are a concierge of the jazz festival and will provide directions and a wide assortment of information to jazz festival attendees. You may be asked questions about the artists performing at the festival, jazz festival history, the workshop schedule, restroom locations, or restaurant recommendations. You will be provided with information that will help you answer these questions. You will also have programs, posters and maps to hand out.

### **Button Sales Volunteer**

A wristband (worn by students participating in the festival) or a Commemorative Jazz Festival button is required for entry into all workshops. Buttons will be available for sale at \$3 each to the general public at each workshop location. As a Button Sales Volunteer, you will be responsible for collecting and counting the money you receive for buttons. (The Button Sales Volunteer and Button Greeter positions are sometimes combined.)

### **Button Greeter**

A wristband (worn by students participating in the festival) or a Commemorative Jazz Festival button is required for entry into all workshops. As a Button Greeter, you will watch for patrons who are not wearing either and redirect them to the button sales table. (The Button Sales Volunteer and Button Greeter positions are sometimes combined.)

### **Usher**

Ushers help manage crowds at performances during the festival. As an usher, you will greet audience members, issue and check wristbands, help audience members find seats, pass out programs and answer questions. You will also be responsible for assisting with crowd control and audience flow as people enter and exit.

### **Drive Team Volunteer**

All drivers must have a valid driver's license and clean driving record, fill out a vehicle use agreement and complete an online driving course (valid for 5 years). Drivers pick up and drop off performing artists and educators at airports (Spokane, Lewiston and Pullman), local hotels, schools throughout the region and between workshop and performance sites. As a Driver, you might also be asked to run miscellaneous errands and make local deliveries. Drive Team volunteers drive cars provided by the festival which may include 15-passenger vans, mini vans, SUVs, suburbans and mid-size sedans.

### **Special Teams Volunteer**

Special Teams volunteers are the secret weapon of the jazz festival and essential to holding the festival together and running on time. They are flexible, work well under pressure, have a good knowledge of the festival, campus and town. As a Special Teams volunteer, you report to Volunteer Headquarters and are on-call for tasks that have been overlooked or to replace volunteers who don't show up. Duties may include running errands to various on and off campus sites, delivering lunches, refilling beverage coolers and whatever else comes up. Special Teams volunteers drive their own vehicle, unless they are acting as back-up Drive Team drivers, in which case they drive cars provided by the festival.

### **Office Volunteer**

There are a myriad of office-related tasks for volunteers long before the festival starts. Pre-Festival volunteers help out in the Jazz Festival office by distributing posters, organizing site boxes, assembling buttons, helping with mailings and more. During the festival, Office Volunteers work at Volunteer Headquarters, checking in other volunteers and providing general information.