

### SVFF 2008 Volunteer Roles

Area of Interest	Detailed description of the Role.	# Req'd	Pre festival role?	During Festival role?	Post Festival role?	Hours Req'd
<b>Site</b>						
Site Coordinator	Year round Board appointed Yellow Shirt Role. Represents Hospitality on the Organizing Committee. Coordinates all aspects of site preparation and maintenance, including buildings, grounds, electrical, water supply, safety, security, parking and traffic control, weed control, etc. Ongoing communications with all Site areas.	1	yes	yes	yes	1500
Site Assistant Coordinator	Works closely with the Site Director both before and during the festival to prepare the site for the Festival, and monitor the site during the Festival. Physical ability and construction knowledge required. Attends pre festival meetings.	2	yes	yes	yes	50+
Site Crew Advance Crew Chief	Works closely with the Site Director to prepare every aspect of the site prior to the Festival including construction, fencing, grass cutting, etc. Physical Ability and construction knowledge required. Attends pre festival meetings. Available weekdays and weekends. Responsible for tracking crew hours.	1	yes	no	no	50+
Advance Site Setup Crew	Hard working and willing folks assist with grounds preparation and set up in advance of the festival. Weekend availability and a vehicle will be essential. Potentially a physically demanding task.	11	yes	no	no	20
Scrounger	Checks with Yellow Shirts and updates itemized inventory of tent and chattel needs. Sources and arranges delivery of tents and chattels on time and within budget. Manages takedown and return of all borrowed/rented items. Vehicle necessary. Responsible for tracking crew hours.	1	yes	yes	yes	20+
Scrounger's Crew	Assists the Scrounger to find, transport and return borrowed or rented items. Vehicle an asset.	4	yes	yes	yes	20
Signage Crew Chief	Up to 2 months prior to the festival and during Festival, works closely with Site Coordinator to plan and produce direction and on-site miscellaneous signage. Attends pre festival meetings. Responsible for tracking crew hours.	1	yes	yes	no	20
Signage Crew Chief	Up to 2 months prior to Festival, takes direction from the Crew Chief to paint various Festival signage.	5	yes	yes	no	12
Weed Control Crew Chief	Works closely with the Site Coordinator to identify problem areas on site, develop a plan to keep weeds down, and implement that plan as needed throughout the summer. Requires understanding of the type and use of weed killers. Responsible for tracking crew hours.	1	yes	no	no	20
Weed Control Crew	Assists Weed Control Crew Chief as needed.	1	yes	no	no	20

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Electrical Crew Chief	Up to 2 months prior to and during festival, works closely with Site Director to plan and lay out all electrical requirements for lighting and sound in music, food, and artisan areas. Attends pre festival meetings. Responsible for tracking crew hours. MUST be certified electrician.	1	yes	yes	no	20
Electrical Crew	Up to 2 months prior to and during festival, assists Electrical Crew Chief in laying out electrical wires and completing all electrical needs. MUST be certified electrician.	2	yes	yes	no	12
Operations Crew Chief	Up to 2 months before festival, works closely with the Site Director to plan, design and construct all permanent and semi-permanent site amenities including workshop stages, entrances, etc. Physical ability and construction knowledge required. Responsible for tracking crew hours. Attends pre festival meetings.	1	yes	yes	no	50
Operations Volunteers	Up to 2 months prior to festival, assists the Operations Crew Chief to construct site infrastructure. Physical ability required. Construction knowledge an asset.	4	yes	yes	no	20
Security Crew Chief	Responsible for developing a security plan and for round-the-clock security of the site during the Festival including gate control, wrist band checks, night patrol. Supervises up to 30 volunteers. Attends pre festival meetings. Responsible for tracking crew hours.	1	yes	yes	no	50+
Day Security Crew	Takes direction from the Security Crew Chief to ensure a safe and secure site for all attendees throughout the weekend. Requires appropriate clothing and footwear for all weather and ground conditions.	18	no	yes	no	12
Night Security Crew	Takes direction from the Security Crew Chief to ensure a safe and secure site for all attendees throughout the weekend. Requires appropriate clothing and footwear for all weather and ground conditions. Mature volunteers needed for night patrol. Must be over 18.	8	no	yes	no	16
Parking/Traffic Crew Chief	Responsible for developing a traffic control plan, and traffic control directing attendees on site. Supervises up to 30 volunteers. Attends pre festival meetings. Responsible for tracking crew hours.	1	yes	yes	no	20
Parking/Traffic Crew	Takes direction from the Parking/Traffic Crew Chief to ensure safe traffic control and orderly on-site parking. Must be at least 16 years of age.	27	no	yes	no	12
Eco Team Crew Chief	Responsible for planning, establishing and monitoring composting, recycling and non-recyclable waste management stations. Attends pre festival meetings. Responsible for tracking crew hours.	1	yes	yes	yes	50
Eco Team Crew	Monitors and ensures compliance at composting, recycling and non-recyclable waste stations. Empties receptacles for on-site disposal.	16	no	yes	no	12
Campground Cozy Up Crew	Patrols the public campground encouraging campers to take up the minimum amount of space they need, so more tents fit in the camp area.	2	no	yes	no	12

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Tear Down Crew Chief	Responsible for tearing down all temporary aspects of the site, including signage, tents, fencing, etc. Attend pre festival meetings. Responsible for tracking crew hours. This task will take up to a week after the festival closes.	1	yes	no	yes	20
Tear Down Crew	Assists Tear Down Crew Chief in tearing down site. Should be available Sunday and Monday, but expect shifts to be spread out across the week following the festival. Access to a vehicle is an asset.	9	no	no	yes	12

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<b>Performer Services</b>						
Performer Services Coordinator	Year round Board Appointed Yellow Shirt role. Responsible for coordinating the development, distribution, collection and tracking of all performer packages (contracts, info sheet, Tech rider, hospitality needs). Coordinate artist food, accommodation, and transportation needs. Organize and oversee performer payroll. Organize and oversee backstage area, performer hospitality, lock-up. Coordinate with Music Market (Merch Tent) coordinator. Work directly with Artistic Director. Requires organized person with computer skills, a fax, regular phone and email correspondence, attendance at month OC planning meetings and area specific meetings.	1	yes	yes	yes	500
Performer Services Assistant Coordinator	Assist Performer Services Coordinator as needed/directed in advance (March to Oct) and during the full festival. Computer skills and good communications skills an asset. Involves scheduling crews, soliciting In-Kind donations, managing logistics.	1	yes	yes	yes	50
Performer Services Crew Chief	Assist Performer Services Assistant Coordinator as needed/directed during the festival. Responsible for tracking crew hours.	1	yes	yes	no	25
Side Stages Crew Chief	Organize & oversee all 3 stages, stage power, sound equipment, schedules & crews. Create inventory and solicit "In Kind" contributions. Schedule and transport all local/rental/in kind equipment. Communicate directly with hired Mainstage Sound Crew regarding Mainstage sound/lighting/power needs and coordination of tech riders. Responsible for tracking crew hours. Must be well organized, pro-active, and highly competent with stage/sound equipment.	1	yes	yes	yes	50
Side Stages Assistant Crew Chief	Weekend role reporting to the Side Stages Crew Chief. Responsible for overseeing Tech/Stage Managers and ensuring quality sound production. Must be well organized, pro-active, and highly competent with stage/sound equipment.	1	no	yes	no	20
Tech/Stage Manager, Pine Stage	Set up and run stage and sound board. Set up and strike stage coverings. Must be qualified to use stage sound systems (*Practical experience or SVFF endorsed training). Report to Side Stages Assistant Crew Chief.	1	no	yes	no	15
Tech/Stage Manager, Village Stage	Set up and run stage and sound board. Set up and strike stage coverings. Must be qualified to use stage sound systems (*Practical experience or SVFF endorsed training). Report to Side Stages Assistant Crew Chief.	1	no	yes	no	15
Stage Manager Main	Assist set up and strike of stage equipment. Liaise with hired Main Stage Sound Crew. Oversee backstage area and manage mainstage Saturday and Sunday during the day. Patient, clear communicator with extensive sound system/stage experience. Report to the hired Sound Company and Performer Services Coordinator.	1	no	yes	no	15

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Main Stage Tech Assistant	Assist set up and strike of stage equipment. Patient, clear communicator with extensive sound system/stage experience. Report to the Stage Manager during days on weekend of and hired Sound Company at night.	2	no	yes	no	15
Back Stage Lock-up	Oversee secure Performer Lock-up trailer in backstage area. Lift and handle instruments. Report to Performer Services Crew Chief.	2	no	yes	no	15

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<b>Communications</b>						
Communications Coordinator	Year round Board appointed Yellow Shirt Role. Represents Communication needs on Organising Committee. Coordinates all aspects of communications for the festival; these will include Advertising, Promotions, Event Organization and Media and Public Relations. Maintains on-going contact with all Crew Chiefs	1	yes	yes	yes	500+
Assistant Coordinator	Works closely with Communications Coordinator to coordinate and marshal media representatives on the festival site. Ensures that those who review SVFF or help enable the festival have an experience that exceeds expectations. Poise, diplomacy and excellent communication skills are necessities.	1	yes	yes	no	40
Living Archive Crew Chief	Oversees recording of festival material, monitors safe long term storage and maintains records of archived materials. Sets up Archive tent, receives materials from public and volunteers. Responsible for tracking crew hours.	1	yes	yes	yes	50
Festival Photographer	Works under the Living Archive Crew Chief, in consultation with the Artistic Director, to record and edit festival images to be used in various ways, such as posters, publications, web site and festival related presentations. . Requires knowledge and skill in digital photography.	1	yes	yes	yes	50
Festival Videographer	Works under the Living Archive Crew Chief, in consultation with the Artistic Director to record and edit festival images to be used in various ways, such as posters, publications, web site and festival related presentations. Requires knowledge and skill with video recording	1	yes	yes	yes	50
Living Archive Crew	Recording festival material for future study and use.	3	yes	yes	yes	20
Systems Crew Chief	Work closely with Coordinators to develop and maintain a database for all contact information and registration requirements. Requires significant availability before, and minimal time after festival. Highly technical position. Must be familiar with database protocols and programming skills. Responsible for tracking crew hours.	1	yes	no	yes	300
Systems Crew	Work closely with Database Crew Chief to develop and maintain the database.	4	yes	no	no	20+
Program Crew Chief	Work closely with the Communications Coordinator who will liaise with other pertinent festival organizers to plan, develop, lay out and prepare festival program for printing. Responsible for tracking crew hours. Computer graphics and layout skills essential.	1	yes	no	no	50
Program Assistant Crew Chief	Work closely with Program Crew Chief to collect data from various festival sources, in order to prepare festival program for printing. Good organizational and personal skills an asset.	1	yes	no	no	20

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Graphic Designer	Works closely with the Communications Coordinator on all aspects of design and layout of promotional material for the festival in off-set press ready files. These include the annual poster, flyer, tickets, print ads, business cards, and promotional materials. Experience with Quark and/or Photoshop an asset.					
Postering Crew Chief	Work closely with the Communications Coordinator to get early bird and festival posters located in key communities in Northumberland county and beyond, as early as possible. Responsible for tracking crew hours.	1	yes	no	no	50
Postering Assistant Crew Chief	Assists Postering Crew Chief to coordinate postering campaign.	1	yes	no	no	20
Postering Crew - Toronto	Posts early bird and festival posters in Toronto. Record locations posterred. Vehicle an asset.	1	yes	no	no	20
Postering Crew - Peterborough	Posts early bird and festival posters in Peterborough. Record locations posterred. Vehicle an asset.	1	yes	no	no	20
Postering Crew - Guelph	Posts early bird and festival posters in Guelph. Record locations posterred. Vehicle an asset.	1	yes	no	no	20
Postering Crew - Kingston	Posts early bird and festival posters in Kingston. Record locations posterred. Vehicle an asset	1	yes	no	no	20
Postering Crew - Ottawa	Posts early bird and festival posters in Ottawa. Record locations posterred. Vehicle an asset.	1	yes	no	no	20
Postering Crew - Port Hope	Posts early bird and festival posters in Port Hope. Record locations posterred. Vehicle an asset.	1	yes	no	no	20
Postering Crew - Cobourg	Posts early bird and festival posters in Cobourg. Record locations posterred. Vehicle an asset.	1	yes	no	no	20
Postering Crew - Northumberland County	Posts early bird and festival posters in Northumberland County, except Cobourg & Port Hope. Record locations posterred. Vehicle required.	2	yes	no	no	20
Events Crew Chief	Work closely with the Communications Coordinator to plan and execute various public events, including Canada Day Parades in Cobourg and Grafton, Gala in February, SVFF In The Schools program, Songwriters Showcase, Opening of Summer Office, Chili Cook-off, Dragon Boat Races, and other promotional activities. Responsible for tracking crew hours. Event planning experience an asset.	1	yes	no	yes	50
Events Crew	Work with the Events Crew Chief on executing public event plans.	3	yes	no	yes	20

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Media Relations Crew Chief	Work closely with the Communications Coordinator on all aspects of planning, developing and designing marketing and promotional material for the festival. This includes overseeing the writing and distribution of all press releases, media invitations, and promotional messaging. Annually reviews media contact list to ensure accuracy. Responsible for tracking crew hours.	1	yes	no	no	100
Media Crew	Work closely with the Communications Coordinator on all aspects of planning, developing and designing promotional material for the festival. These will include posters, tickets, media material, business cards, etc.	1	yes	no	no	50+
Website Crew Chief	Work closely with Artistic Director and Communications Coordinator to ensure that existing website is current, informative, meaningful & effective as a tool for generating interest and action.	1	yes	no	yes	50

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<b>Fundraising</b>						
Fundraising Coordinator	Year round Board appointed Yellow Shirt Role. Represents Fundraising Committee on Organising Committee. Responsible for overseeing and organizing the street-level fundraising campaign. Organizes and supports the fundraising team, coordinates mailings for individual and business sponsorship requests, seeks new sponsors, manages data files and financial records for donations, communicates with the web master regarding posting sponsors to the website, produces monthly reports, attends monthly meetings. Reports to the chair of the Board Fundraising Committee. Requires high organization skills and strong computer skills in Word and Excel.	1	yes	yes	yes	800
Fundraising Assistant Coordinator	Assists the Fundraising Coordinator. This position requires strong communication and organizational skills. Responsible for tracking crew hours. Strong computer skills are an asset.	1	yes	no	yes	100
Fundraising Data Manager	Manages data entries and maintenance of spreadsheets for tracking sponsors and donations. Requires skill with data management programs and strong organizational skills.	1	yes	no	yes	100
General Fundraising Crew Chief	Communicates with the general fundraising volunteers to ensure that the timelines are supported. Collects bi-weekly call-out reports from the crew members and assists with any incomplete calls for each cycle. Responsible for tracking crew hours. Requires strong organizational and communication skills. Computer skills are an asset.	1	yes	no	yes	50+
General Fundraising Crew	Contacts assigned sponsors by phone to request cash donations. Report to the Fundraising Coordinator. Requires good communication skills. Skill with Word an asset.	5	yes	no	no	50
In-Kind Sponsorship Crew Chief	Communicates with the in-kind fundraising volunteers to ensure that the timelines are met. Assists team members with any incomplete calls for each cycle. Responsible for tracking crew hours. Requires strong organizational and communication skills. Computer skills are an asset.	1	yes	no	yes	50
In-Kind Sponsorship Crew	Contacts assigned sponsors by phone to request in-kind donations. Requires good communication skills. Skill with Word an asset.	4	yes	no	no	50
Raffle Crew Chief	Organize raffle license and reporting, raffle prize acquisition, advance and on-site sales of raffle tickets, advance and on-site display of prizes, draw, prize distribution. Coordinate with onsite access and sales crew chief re: onsite sales and cash management	1	yes	yes	yes	20+
Couriers	Collects donations from sponsors. Reports to Fundraising Coordinator. Requires access to transportation.	2	yes	yes	yes	20

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Grant Writing Crew Chief	This is a year round role to help prepare grant applications for SVFF. Excellent writing skills required.	1	yes	no	yes	50
Fundraising Event Crew Chief	A year-round role to assist in coordination of fundraising events and initiatives for SVFF	1	yes	no	yes	50

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<b>Villages - Artist, Family, Sustainable Living &amp; Wellness</b>						
Village Coordinator	Year round Board appointed Yellow Shirt Role. Represents the Artists', Family and Children's', Sustainable Living and Wellness Villages on the Organizing Committee. Organizes a call for submissions; contacts potential contributors; oversees the selection process of contributors. Meets with village crew chiefs to oversee all aspects of village operations. Requires significant availability before, during and after festival.	1	yes	yes	yes	500+
Artists' Village Crew Chief	Works closely with Village Coordinator on all tasks related to Artists' Village. Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as an interest and resourcefulness in the arts field and community. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival.	1	yes	yes	yes	50
Artists' Village Host	Works with Artists' Village Crew Chief to meet, greet and direct contributors as they come on to the village site. Act as host to the artist contributors during village hours for general assistance and relief. All hours completed during the festival.	4	no	yes	no	12
Artists' Village Workshop Host	Works closely with the Village Coordinator and Artists' Village Crew Chief to develop, plan and facilitate workshop activities. Requires minimal availability pre festival and significant availability during the festival.	1	yes	yes	no	20
Family & Children's Village Crew Chief	Works closely with the Village Coordinator to develop an exciting, safe and welcoming area for children and families. Contacts potential contributors and meets with volunteers to arrange police checks and training regarding festival activities, policies and philosophy. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival. Police reference check required- contact Volunteer Coordinator for details.	1	yes	yes	yes	40
Family & Children's Village Assistant Crew Chief - Pre-Festival	Assists the Children's Village Crew Chief with gathering supplies, planning the workshops and activities in the Children's Area as well as assisting with the layout of the village pre festival. Requires significant availability before and during festival, and minimal time after festival. Police reference check required- contact Volunteer Coordinator for details.	1	yes	yes	yes	40
Family & Children's Village Assistant Crew Chief - Festival	Assists the Children's Village Crew Chief to facilitate activities and ensure child safety during the festival. Assists children of various age levels with art projects, dispenses art supplies and assists with clean up, as well as some supervision of the village volunteers. All hours completed during the festival. Police reference check required- contact Volunteer Coordinator for details.	1	no	yes	no	20

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Family and Children's Village Crew	Assists the Children's Village Crew Chief to facilitate activities and ensure child safety during the festival. Assists children of various age levels with art projects, dispensing art supplies and assisting with clean up. Some pre festival training may be required; most hours are completed during the festival. Police reference check required- contact Volunteer Coordinator for details.	13	no	yes	No	14
Sustainable Living Village Crew Chief	Works closely with Village Coordinator. Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as interest and resources within the Sustainable Living field and community. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival.	1	yes	yes	yes	50
Sustainable Living Village Assistant Crew Chief	Works closely with Sustainable Village Crew Chief. Assists with set up and hosting of all area activities. Requires minimal availability pre festival and significant availability during the festival.	1	yes	yes	no	20
Sustainable Living Village Resource Tent Host	Assists Sustainable Village Crew Chief and Assistant to host the Resource Tent, maintaining and becoming familiar with materials to offer to the public. All hours completed during the festival.	2	no	yes	no	12
Wellness Village Crew Chief	Works closely with Village Coordinator. Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as interest and resources within the Wellness field and community. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival.	1	yes	yes	yes	50
Wellness Village Assistant Crew Chief	Works closely with Wellness Village Crew Chief. Assists with set up and hosting of all area activities. Requires minimal availability pre festival and significant availability during the festival.	1	yes	yes	no	20
Wellness Village Resource Tent Host	Assist Wellness Village Crew Chief and Assistant to host the Resource Tent, maintaining and becoming familiar with materials to offer to the public. All hours completed during the festival.	2	no	yes	no	12

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<b>Public Food</b>						
Public Food Coordinator	Year round Board appointed Yellow Shirt Role. Represents Public Food on the Organizing Committee. Finds and arranges delivery of all equipment, coordinates load in and out, liaises with vendors once contract in place. Coordinates with Site Coordinator for power and lighting needs, communications, and eco team issues.	1	yes	yes	yes	500+
Assistant Coordinator	Work closely with the Public Food Coordinator in all aspects of running the Public Food area. Coordinates crew shifts in booth. Checks all aspects of Public Food area, including refrigeration/freezer units, BBQ's, electrical outlets, integrity of booths, etc. the day before the Festival. Welcomes vendors as they arrive and is available to trouble shoot for them if Coordinator is not available. Responsible for tracking crew hours.	1	yes	yes	yes	100+
Pre- and Post Festival Cook	Mixes topping; washes, peels, and slice apples; assembles and bakes crisp. Transport. Post festival also involves serving.	4	yes	no	yes	20
Prep and Serve Crew	Wash & slice tomatoes; scrub & wrap potatoes; shuck corn; set out condiments on serving counter, serve public. Helps to clean up and return items at end of festival.	15	no	yes	yes	12

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<b>Volunteer</b>						
Volunteer Coordinator	Year round Board appointed Yellow Shirt Role. Represents the volunteers on the Organizing Committee. Recruits, assigns and coordinates volunteers. Maintains volunteer database. Provides training and support to Committee members, crew chiefs and volunteers. Plans and facilitates volunteer events prior to and after the festival.	1	yes	yes	yes	1000
Assistant Volunteer Coordinator	Works closely with Volunteer Coordinator. Requires significant availability before and during festival, and minimal time after festival. Responsible for tracking crew hours. Good “people” skills necessary. Word processing and organization skills are assets.	2	yes	yes	yes	60+
Check-In Crew Chief	Coordinates check-in crews to meet, greet and direct volunteers, vendors, artists, artisans, and media as they arrive at the festival site. Responsible for tracking crew hours. Requires some availability prior to and significant time commitment during the festival. Good organizing, 'people' skills necessary.	1	yes	yes	no	30
Media Check_in Crew	Staffs the Check In tent to meet, greet and direct media as they come on to the festival site. Cross trains with other Check-In roles. Coordinates shifts with the Check In Crew Chief.	2	no	yes	no	12
Musicians Check-In Crew	Staffs the Check In tent to meet, greet and direct musicians as they come on to the festival site. Cross trains with other Check-In roles. Coordinates shifts with the Check In Crew Chief.	2	no	yes	no	12
Vendors Check-In Crew	Staffs the Check In tent to meet, greet and direct vendors as they come on to the festival site. Cross trains with other Check-In roles. Coordinates shifts with the Check In Crew Chief.	2	no	yes	no	12
Village Check-In Crew	Staffs the Check In tent to meet, greet and direct artisans as they come on to the festival site. Cross trains with other Check-In roles. Coordinates shifts with the Check In Crew Chief.	2	no	yes	no	12
Volunteer Check_in Crew	Staffs the Check In tent to meet, greet and direct volunteers as they come on to the festival site. Cross trains with other Check-In roles. Coordinates shifts with the Check In Crew Chief.	2	no	yes	no	12
Floater Crew	Works with Volunteer Floater Crew Chief to assist in various, unspecified tasks in all areas of the festival. All hours completed during the festival. Good “people” skills and an ability to be flexible will be necessary, and must have previously been a Shelter Valley Folk Festival volunteer. Police reference check required- contact Volunteer Coordinator for details.	5	no	yes	no	12

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<b>Biz / Production</b>						
Business/Production Manager	Year round Board appointed Yellow Shirt Role. Works closely with the Executive Director, coordinating all financial, sales, and access ( topline safety and security) aspects of SVFF in advance of and during the festival, including: budgeting, insurance, 1st Aid, contracts, ticket and merch sales, raffle licenses and agreements, on-site entry (volunteers, contributors, ticket holders).	1	yes	yes	yes	1000+
Office Manager	Head up office functions, including training and scheduling volunteer office staff; facilitate sign-up of new volunteers; provide information to and building goodwill with public; manage in-person ticket sales, telephone ticket sales. Responsible for tracking crew hours.	1	yes	yes	yes	50+
Office Staff	Staff office, providing information to and building goodwill with public; in-person and telephone ticket sales; help sign-up of new volunteers; other organizational support as needed. To ease scheduling, we'd prefer (but not required) to have volunteers who can provide a consistent shift (e.g., one shift a week) through late-July and August.	7	yes	no	no	20 - 40
Ticket Distribution Crew Chief	Manage ticket sales and distribution, coordinating with office staff, finance staff, exec director, onsite sales staff, under direction of Biz and Production Manager. Responsible for tracking crew hours.	1	yes	yes	yes	100
Ticket Distribution Assistant Crew Chief	Work with ticket distribution crew chief to manage ticket sales and distribution.	1	yes	no	no	20
Access Crew Chief	Coordinates all on site access needs for volunteers and contributors, and for public (wristbands, food passes, lanyards, name badges), under direction of Biz and Production Manager. Responsible for tracking crew hours.	1	yes	yes	yes	100
Cash Management Crew Chief	Manages cash during Festival. Requires some advance and post-Festival work. Responsible for tracking crew hours.	1	yes	yes	yes	40
Cash Management Crew	Works with cash management crew chief during festival. May require one shift before the festival at the office for training	3	no	yes	no	12
Sales & Access Crew Chief	Coordinate, train and supervise festival staffing in areas of access and sales. Responsible for tracking crew hours.	2	yes	yes	yes	100
Merchandise Crew Chief	Research and organize all SVFF merch sales; work with AD to coordinate artist CD check in and sales; organize and supervise festival sales crew. Responsible for tracking crew hours.	1	yes	yes	yes	60

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Sales & Access Crew	May be assigned to a variety of roles, including set-up and take-down; selling tickets, food tickets and merchandise; wristbanding people and providing day-time security at various gates. Ticket sales crew will be asked to train during one shift in the office in advance of the festival.	29	no	yes	no	12
Information & Lost Parents Crew Chief	Contact onsite volunteers, coordinate training and schedules. On-site coordination and troubleshooting for the information booth/lost parents crew. Responsible for tracking crew hours. Police reference check required- contact Volunteer Coordinator for details.	1	yes	yes	no	20+
Information & Lost Parents Crew	Duties include meeting public, providing information about festival or shelter valley area, register parents and children. Police reference check required- contact Volunteer Coordinator for details.	4	no	yes	no	12
Camp Check-In Crew Chief	Leads crew for public and volunteers checking in for camping during the festival. Responsible for tracking crew hours. Begins on Friday of festival.	1	no	yes	no	15
Camp Check-In Crew	Assist with checking in public and volunteers at camping gate.	2	no	yes	no	12
Summer Office Moving Crew	Members of this crew will help set up and take down the summer office. This requires work in May/June and end of August. Some post Festival work may be required.	4	yes	no	yes	20

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<b>Hospitality Food</b>						
Hospitality Coordinator	Year round Board appointed Yellow Shirt Role. Represents Hospitality on the Organizing Committee. The Hospitality Co-ordinator is an energetic, organized optimistic person who loves bedlam, fun and good food. Responsible for the health and safety of a large crew of cooks and dishwashers, the food safety of the volunteers and performers at the festival, and the nourishing of bodies and souls throughout the festival. Food Handling course and cooking experience are assets.	1	yes	yes	yes	500
Hospitality Assistant Coordinator	The Hospitality Assistant Coordinator is a multi-tasking foodie, with the ability to problem solve and create delicious food out of thin air, who loves to work in a crowded environment with lots of action and activity. Responsible for tracking crew hours. This job requires many hours prior to the festival of meetings, phoning and organizing. Food Handling course and cooking experience are assets.	1	yes	yes	yes	50+
Gofer - Pre-festival	Courier for Hospitality, Public Food, Performer Services, etc., available week before festival. Reports to Hospitality Assistant Coordinator. Valid driver's licence required. Experience driving a van preferred.	2	yes	no	no	20+
Gofer - Festival	Courier for Hospitality, Public Food, Performer Services, etc., during festival. Reports to Hospitality Assistant Coordinator. Valid driver's licence required. Experience driving a van preferred.	2	no	yes	yes	12+
Sourcing & Set-up Crew Chief	You are available the week before the festival - leading the crew changing a field into a kitchen! This is the job for you if you can read a floorplan, know the county, and can direct volunteers in both kitchen organization and meal prep. Responsible for tracking crew hours. Food Handling course and cooking experience are assets.	1	yes	yes	no	40
Kitchen Set-up & Prep Crew	You are available the week before the festival - helping to change a field into a kitchen! Once we have the counters in place, and the stoves are working, we gather foods from all around the county, and slice and dice and get things prepped for the coming festival. Food Handling course and cooking experience are assets.	6	yes	no	no	15
Breakfast Crew Chief	You are a morning person - smiling from the moment your feet hit the ground! You are up before sunup, giving leadership to other morning people! You and your crew help the rest of the festival off to a great day! Responsible for tracking crew hours. Food Handling course and cooking experience are assets.	1	no	yes	no	25
Breakfast and Dish Crew	You are the highlight of the volunteer's morning - the maker of coffee and all things good for breakfast. You have an early morning (you start at 6am), but you are done by noon on Saturday and Sunday! Food Handling course and cooking experience are assets.	6	no	yes	no	12

### SVFF 2008 Volunteer Roles

Area of Interest	Detailed description of the Role.	# Req'd	Pre festival role?	During Festival role?	Post Festival role?	Hours Req'd
Lunch Crew Chief	You give leadership to the lunch crew - the 'swing shift' helping clean up from breakfast, and getting lunch on the table and cleaned up to make room for the supper crew coming in behind you. You can think on your feet (which are constantly moving), and problem solve well. Responsible for tracking crew hours. Food Handling course and cooking experience are assets.	1	no	yes	no	25
Lunch and Dish Crew	The lunch crew is the 'swing shift' helping clean up from breakfast, and getting lunch on the table and cleaned up to make room for the supper crew coming in behind you. Lunch is when you see lots of musicians coming to the hospitality kitchen for breakfast! You spend from 9am - 3pm in the kitchen - it's the most "civilized" of the shifts! Food Handling course and cooking experience are assets.	8	no	yes	no	12
Supper Crew Chief	The hospitality kitchen is a fast paced place. Supper is when the place is really hopping. Lots of hungry volunteers, lots of performers, lots of busy cooks in the kitchen. If you like to sing, cook, chop and laugh, and like to give leadership to the same kind of people, this is the right place for you! Responsible for tracking crew hours. Food Handling course and cooking experience are assets.	1	no	yes	no	25
Supper and Dish Crew	Supper is when the place is hopping. Lots of hungry volunteers, lots of performers, lots of busy cooks in the kitchen. You are working from just after lunch to early evening. If you like to sing, cook, chop and laugh, this is the right place for you! Food Handling course and cooking experience are assets.	7	no	yes	no	12
Late Night Crew Chief	You are a late night person who can problem solve, provide hospitality to volunteers and performers and wash pots and pans and get the kitchen ready for the next day of cooking. You will be working from 6pm - midnight on Friday and Saturday evenings. Responsible for tracking crew hours. Food Handling course and cooking experience are assets.	1	no	yes	no	12
Late Night Crew	You are a late night person who can problem solve, provide hospitality to volunteers and performers and wash pots and pans and get the kitchen ready for the next day of cooking. You will be working from 6pm - midnight on Friday and Saturday evenings. Food Handling course and cooking experience are assets.	3	no	yes	no	12

### SVFF 2008 Volunteer Roles

Area of Interest	Detailed description of the Role.	# Req'd	Pre festival role?	During Festival role?	Post Festival role?	Hours Req'd
<b>Board &amp; Committee</b>						
Board and Committee Members	A member of the Board of Directors of the SVFF or a Standing Committee member who is not assigned to any other festival role. ONLY AVAILABLE TO CURRENT MEMBERS OF THE BOARD OF DIRECTORS OR STANDING COMMITTEE MEMBERS OF SVFF.		Yes	No	Yes	50