

Guest Services

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Guest Services Coordinator	Yes	Yes	Yes	500	Year round Yellow Shirt role representing Guest Services area on Operating Committee. Responsible for ensuring a safe and secure site for all attendees during the festival weekend. Guest Services Coordinator will also liaise with local police, fire authorities and ambulance services.
Security Crew Chief	Yes	Yes	Yes	100	Responsible to Guest Services Coordinator 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. No small children to accompany volunteer while on duty. Supervises up to 30 volunteers. Attends pre-festival meetings. Responsible for tracking crew hours. Must be minimum of 19 yrs of age and physically fit.
Assistant Security Crew Chief	No	Yes	No	16	Assists Security Crew Chief as requested. No small children to accompany volunteer while on duty. Must be minimum of 19 yrs of age and physically fit.
Night Security Crew	No	Yes	No	12	Takes direction from the Security Crew Chief or Assistant to ensure a safe and secure site for all attendees at night. No small children to accompany volunteer while on duty. Requires appropriate clothing and footwear for all weather and ground conditions. Mature volunteers needed for patrol throughout the night. Works one 12 hour shift either Friday night or Saturday night. Must be minimum of 19 yrs of age and physically fit.

Guest Services Crew	No	Yes	No	12	Takes direction from the Security Crew Chief or Assistants to ensure a safe and secure site for all attendees throughout the weekend. No small children to accompany volunteer while on duty. Requires appropriate clothing and footwear for all weather and ground conditions. Must be minimum of 19 yrs of age and physically fit.
Campfire Safety Crew	No	Yes	No	12	Maintains campfire in either the Public Campground or the Volunteer Campground. Ensures campers move safely around the fire. Requires appropriate clothing and footwear for all weather and ground conditions. Must be minimum of 19 yrs of age and physically fit.

Volunteer

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Volunteer Coordinator	Yes	Yes	Yes	900	Year round Yellow Shirt role representing all volunteers on the Operating Committee. Recruits, assigns and coordinates volunteers. Maintains on-line volunteer database, AODA Training list and other volunteer-related information. Provides training and support to Operating Committee members (Yellow Shirts), crew chiefs and volunteers. Plans and facilitates volunteer events prior to and after the festival.

Volunteer Assistant Coordinator	Yes	Yes	Yes	200	This role is a potential stepping stone to and learning process about the Coordinator's role. Requires significant availability before and during festival, and minimal time after festival. Manages Floater Crew. Responsible for training, scheduling and tracking crew hours. On call throughout festival with radio to resolve volunteer issues, and assign floaters to fill needs when regular crews cannot cover absentees or unexpected requirements. Good "people" skills necessary. Word processing and organization skills are assets.
Advance Floater	Yes	No	No	24	During week prior to festival (Monday to Thursday), assists Parking Crew Chief to set up parking lot (two days); assists Performer Services Assistant Coordinator to clean and decorate the backstage area (two days); empties compost, recycling and non-recyclable waste in Hospitality as needed. Monitors volunteer campground to ensure tents are close together and cars moved to parking area. No small children to accompany volunteer while on duty.
Floater Crew	No	Yes	No	16	Assists musicians to load and unload equipment. Courier for all areas of the festival as needed. Monitors volunteer campground to ensure tents are close together and cars moved to parking area. May fill in shifts for any other festival role. Valid driver's licence an asset. No small children to accompany volunteer while on duty. Previous Shelter Valley Folk Festival volunteers recommended. Good "people" skills and an ability to be flexible will be necessary. 1 Saturday and Sunday volunteer will start at 7:00. All others start at 8:00 on day of service.

Junior Volunteer Crew Chief	Yes	Yes	No	40	Works directly with the Volunteer Coordinator. Plans and develops programming for youth volunteers. Supervises volunteers and executes activities throughout festival weekend. Experience with Youth an asset. Valid Police Check and Vulnerable Sector Check required
Junior Volunteer	No	Yes	No	12	Works under supervision of the Youth Volunteer Crew Chief. Completes short shifts in various volunteer areas and participates in creative projects over the course of the festival weekend. For youth ages 9-13. Signed parental consent required.
Check-In Crew Chief	Yes	Yes	Yes	60	Coordinates check-in crew to meet, greet and direct volunteers, vendors, artists, artisans, and media as they arrive at the festival site. Responsible for scheduling and tracking crew hours. Requires some availability prior to and significant time during the festival. No small children to accompany volunteer while on duty. Good organizing, 'people' skills necessary.
Check-In Prep	Yes	No	No	24	Assists Check-In Crew Chief to sort & fill check-in envelopes with ethics sheets, wristbands, meal tags, etc. Assists to set up booth. Works during pre-festival week.
Check-In Crew	No	Yes	No	12	Staffs the Check-In tent to meet, greet and direct media, musicians, vendors, villagers and volunteers as they come on to the festival site. Distributes registration materials to arrivals. No small children to accompany volunteer while on duty. Need some crew available on Thursday from noon.

**Family and
Children's
Village**

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Family and Children's Village Coordinator	Yes	Yes	Yes	500	Year round Yellow Shirt Role representing the Family and Children's area on the Operating Committee. Develops an exciting, safe and welcoming area for families. Contacts potential contributors and volunteers to arrange police checks and training regarding festival activities, policies and philosophy. Responsible for tracking crew hours. Police reference check required- contact Volunteer Coordinator for details.
Family and Children's Village Assistant Coordinator	Yes	Yes	No	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Assists Family & Children's Coordinator with all aspects of the Family and Children's area activities. Police reference check required- contact Volunteer Coordinator for details.
Family and Children's Village Crew	No	Yes	No	15	Assists the Family & Children's Coordinator 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. No small children to accompany volunteer while on duty. Police reference check required- contact Volunteer Coordinator for details.

**Performer
Services**

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
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Performer Services Crew Chief	Yes	Yes	Yes	100	Working closely with the artistic director, responsible for coordinating the development, distribution, collection and tracking of all performer packages (contracts, info sheet, Tech rider, hospitality needs). Organize and oversee performer payroll. Coordinates CD inventory with Music Market (Merch Tent) Crew Chief. Requires organized person with computer skills, regular phone and email correspondence, attendance at area specific meetings.
Performer Services Assistant Crew Chief	Yes	Yes	Yes	30	Assists Performer Services crew chief in advance and during the festival (March to Oct) to arrange artists' food, accommodation, and transportation needs, schedule crews, solicit in-kind donations, and manage logistics. Assists to transport equipment around site during festival. Computer skills and good communications skills are assets. No small children to accompany volunteer while on duty. Requires heavy lifting.
Back Stage Lock Up	No	Yes	No	20	Oversees secure Instrument Lock-up in backstage area. Lifts and handles instruments. Assists to transport equipment around site during festival. Requires heavy lifting. No small children to accompany volunteer while on duty. Reports to Performer Services Coordinator.
Performer Support Crew	Yes	Yes	Yes	15	Meets and manages performers needs at airport, bus or train, etc. Manages transfer of performers throughout festival (hotels, etc.) including early morning and late night. Requires heavy lifting. Supports Performer Services where needed. Must be 25 yrs of age or older, with valid G driver's license. Driver will have consumed no alcohol on day of service. No small children to accompany volunteer while on duty. Reports to Performer Services Coordinator.

Pre-Fest Miscellaneous Driver	Yes	No	Maybe	24	Picks up and drops off performers at the airport. Picks up in-kind donations from Prince Edward and Northumberland Counties. Must have valid G driver's license. Chauffeur will have consumed no alcohol on day of service. Reports to Performer Services Coordinator.
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Access

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Access Coordinator	Yes	Yes	Yes	500	Year round Yellow Shirt role representing Access area on Operating Committee. Responsible for managing public/ticket holder access to the festival.
Access Assistant Coordinator	Yes	Yes	Yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Coordinates all on-site access needs for volunteers and contributors, and for public (wristbands, food passes, lanyards, name badges), under direction of Access Coordinator. Responsible for tracking crew hours.
Gate Crew Chief	Yes	Yes	Yes	75	Coordinates, trains and supervises festival access staff. No small children to accompany volunteer while on duty during festival. Responsible for tracking crew hours. Requires organizational and interpersonal skills.
Gate Assistant Crew Chief	No	Yes	No	15	Assists Gate Crew Chief on festival weekend. Manages public wristbanding and access at main, camp and hospitality gates. No small children to accompany volunteer while on duty.
Gate Crew	No	Yes	No	12	Secures public wristbanding and access at main, camp and hospitality gates. No small children to accompany volunteer while on duty.

Parking/Traffic Crew Chief	Yes	Yes	No	100	Responsible for developing a traffic control plan, and traffic control directing attendees on site. No small children to accompany volunteer while on duty. Supervises up to 40 volunteers. Attends pre-festival meetings. Responsible for tracking crew hours.
Parking/Traffic Assistant Crew Chief	Yes	Yes	No	20	Assists Parking & Traffic Crew Chief to prepare parking areas week of the festival and as requested during the festival. No small children to accompany volunteer while on duty. Must be at least 16 years of age.
Parking/Traffic Crew	No	Yes	No	12	Takes direction from the Parking/Traffic Crew Chief or Assistants to ensure safe traffic control and orderly on-site parking. No small children to accompany volunteer while on duty.
Parking/Traffic Short Shift	No	Yes	No	2	Short shifts as needed to complete volunteer hours, takes direction from the Parking/Traffic Crew Chief or Assistants to ensure safe traffic control and orderly on-site parking. No small children to accompany volunteer while on duty. This choice is only available to volunteers who already have another role.
Camp Check-In Crew Chief	Yes	Yes	No	20	Leads crew for public check in for camping during the festival. Responsible for scheduling and tracking crew hours. Works Friday and Saturday of festival weekend. No small children to accompany volunteer while on duty.
Camp Check-In Crew	Yes	Yes	No	12	Assists with checking in public at camping gate. No small children to accompany volunteer while on duty. Works Friday and Saturday of festival weekend.
Cozy-Up Crew Public Camping	Yes	Yes	No	12	Assists with checking in public at camping gate. No small children to accompany volunteer while on duty. Works Friday and Saturday of festival weekend.

Business

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Business Coordinator	Yes	Yes	Yes	500	Year round Yellow Shirt role representing Business area on Operating Committee. Co-ordinates merchandise acquisition and merchandise and ticket sales. Oversees Cash Management and General Store on festival weekend. Requires interpersonal and organizational skills.
Business Assistant Coordinator	Yes	Yes	Yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely to assist Business 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 an asset.
Sales and Info Crew Chief	Yes	Yes	No	40	Organizes festival SVFF merchandise sales. Works with Performer Services Coordinator, to arrange performer CD check in and sales. Supervises Sales and Info Crew. No small children to accompany volunteer while on duty. Responsible for scheduling and tracking crew hours. Requires organizational and interpersonal skills. Sales experience is an asset.
Sales and Info Assistant Crew Chief	No	Yes	No	15	Assists Sales and Info Crew Chief on festival weekend. Requires organizational and interpersonal skills. No small children to accompany volunteer while on duty. Sales experience is an asset.
Sales and Info Crew	No	Yes	No	13	Works in the General Store selling CDs,SVFF merchandise. Assists the public, providing information about the festival and SVFF in general. Registers parents and children for Child Safety Program. Sells raffle tickets.No small children to accompany volunteer while on duty. Requires the ability to keep accurate records, cash handling and strong interpersonal skills. Sales experience is an asset.

Box Office Crew Chief	Yes	Yes	Yes	40	Manages ticket sales at festival box office. Relieves sales crew for meals. Resolves ticket related concerns. Monitors sales for site capacity. No small children to accompany volunteer while on duty. Responsible for scheduling and tracking crew hours. Requires organizational, interpersonal and problem solving skills.
Box Office Crew	No	Yes	No	12	Sells festival tickets at the on-site festival box office. No small children to accompany volunteers while on duty. Good people skills, the ability to keep accurate records and money handling experience required.
Cash Management Assistant Coordinator	Yes	Yes	Yes	100	Works with Business Coordinator to monitor cash management before and during the festival. Reconciles cash records for submission to Board Treasurer. Requires the ability to accurately record information. No small children to accompany volunteer while on duty.
Cash Management Crew Chief	Yes	Yes	Yes	40	Manages revenue during festival weekend. Requires some advance and post-festival work. No small children to accompany volunteer while on duty during the festival. Responsible for training, scheduling and tracking crew hours. Requires the ability to accurately record information.
Cash Management Crew	No	Yes	No	12	Works with Cash Management Crew Chief during festival weekend. No small children to accompany volunteer while on duty. Requires the ability to accurately record information.

Communications

ROLES	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
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Communications Coordinator	Yes	Yes	Yes	500	Year round Yellow shirt role representing Communications on the Operating Committee. Works closely with the Artistic Director, Office Manager and Board to to create content and edit content for Press Releases, Brochures, Web pages, and Fundraising Letters etc. Excellent communication skills required. Previous experience an asset.
Communications Assistant Coordinator	Yes	No	No	50	Works closely with the Communications Coordinator, Artistic Director and Living Archives Crew Chief to oversee the work of the Communications team, assigning tasks to team members, checking that deadlines are being met and facilitating the flow of communications, within the festival, to the public and to the media.
Copy-editor	Yes	No	No	25	Works with Communications Team Leaders, and Festival Program Editor, copy-editing the Festival program and the press releases, marketing materials like posters, bookmarks, audience surveys, etc. as well as copy for the festival website. Attention to detail and internet access required
Graphic Design Artist	Yes	No	No	25	Works closely with the Communications Team Leaders to design and produce "camera-ready" artwork for the festival's various communications tools, including posters, brochures, bookmarks, print advertising and the festival's website.
Festival Program Editor	Yes	No	No	50	Works closely with Festival Producer and Artistic Director to produce the Festival program. Involves collecting information, using the festival program template, and copy-editing. Required skills include coordination, copy-editing, and desktop publishing. Internet access required.

Social Media Coordinator	Yes	Yes	Yes	25	Works closely with the Communications Team Leaders and the Artistic Director to establish, monitor and maintain a social media presence for the festival, using various websites, platforms and listserves. May also be required to co-ordinate social media links, etc, with the festival's website. Excellent knowledge of social media platforms and practices is required.
Living Archives Crew Chief	No	Yes	Yes	30	Manages the Living Archive Crew and works closely with them to organize audio-visual materials collected from the festival. Helps facilitate the storage and preservation of the materials. Works with other areas of the festival to distribute archive materials as needed for things such as marketing materials or the website.
Living Archives - Photographer	No	Yes	Yes	25	Works closely with the Crew Chief and other members of the crew to capture photos of various areas of the festival. Helps organize materials. Experience with photography as well as possession of appropriate equipment is required
Living Archives - Videographer	No	Yes	Yes	25	Works closely with the Crew Chief and other members of the crew to capture video footage of various performances and events at the festival. Helps organize materials. Experience with videography as well as possession of appropriate equipment is required.

ic Director and Stages

ROLES	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Artistic Director	Yes	Yes	Yes	300	Year round Board appointed role, reporting to the Board. Responsible for coordinating the development, distribution, collection and tracking of all performer packages (contracts, info sheet, Tech rider, hospitality needs). Organizes and oversees performer payroll.

Side Stage Sound Board Operator	Yes	Yes	No	20	Reports to the Performer Services Coordinator and/or hired sound company. Responsible for set up and strike of sidestage sound systems and operation of side stage sound board during Saturday and Sunday workshop concerts. Must be qualified to use stage sound systems (*Practical experience or SVFF endorsed training). No small children to accompany volunteer while on duty. Responsible for tracking and reporting crew hours.
Side Stage Assistant	Yes	Yes	No	15	Assists Side Stage Sound Board Operator as directed. Will be at the assigned Stage before end of each set to assist set up for next artist. No small children to accompany volunteer while on duty. Works Saturday and Sunday while Side Stages are in use, and may have Friday hours if requested by Operator to help set up equipment. Some training and sound system experience is necessary. May involve heavy lifting.
Main Stage - Stage Manager	No	Yes	No	25	Assists set up and strike of stage equipment. Liaises with hired sound company. Oversees backstage area and manages mainstage Friday, Saturday and Sunday. Patient, clear communicator with extensive sound system/stage experience. No small children to accompany volunteer while on duty. Reports to the hired sound company and Performer Services Coordinator
Main Stage - Tech Assistant	No	Yes	NO	15	Assists set up and strike of stage equipment. Patient, clear communicator with extensive sound system/stage experience. No small children to accompany volunteer while on duty. Reports to the Stage Manager and hired sound company.

Public Food

ROLES	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Public Food Coordinator	Yes	Yes	Yes	150	Year round Yellow Shirt role representing Public Food on the Operating Committee. Finds and arranges delivery of all equipment, coordinates load in and out, liaises with vendors to complete contracts and throughout festival. Coordinates with Site Coordinator for power and lighting needs, communications, and eco team issues.
Public Food Assistant Coordinator	Yes	Yes	Yes	50	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely with the Public Food Coordinator in all aspects of running the Public Food area.
Apple Crisp Crew Chief	Yes	Yes	Yes	50	Supervises Apple Crisp Crew to prepare apple crisp and deliver to festival site. Responsible for scheduling and tracking crew hours.
Apple Crisp Crew Chief	Yes	No	No	24	Mixes topping; washes, peels, and slice apples; assembles and bakes apple crisp. Transport. Works two days in early August and Thursday and Friday of pre-festival week.
Brewed Awakenings Crew Chief	Yes	Yes	No	20	Work closely with the Public Food Coordinator. Schedules Brewed Awakenings Crew, and relieves for meals. Requires organizational and interpersonal skills. Prepares food and beverages at Brewed Awakenings Booth, serves public. Monitors the water tank, fills water containers for all festival attendees. Must be diligent regarding water hygiene requirements. Manages sales of ice to vendors and public. Helps to clean up and return items at end of festival.No small children to accompany volunteer while on duty. Responsible for tracking crew hours.

Brewed Awakenings Assistant Crew Chief	No	Yes	No	15	Assists Brewed Awakenings Crew Chief on festival weekend. Requires organizational and interpersonal skills. Prepares food and beverages at Brewed Awakenings Booth, serves public. Monitors the water tank, fills water containers for all festival attendees. Must be diligent regarding water hygiene requirements. Manages sales of ice to vendors and public. No small children to accompany volunteer while on duty. Helps to clean up and return items at end of festival.
Brewed Awakenings Crew	No	Yes	Yes	12	Prepares food and beverages at Brewed Awakenings Booth, serves public. Monitors the water tank, fills water containers for all festival attendees. Must be diligent regarding water hygiene requirements. Manages sales of ice to vendors and public. No small children to accompany volunteer while on duty. Helps to clean up and return items at end of festival.

Hospitality

ROLES	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Hospitality Coordinator	Yes	Yes	Yes	500	Year round Yellow Shirt role representing Hospitality on the Operating Committee. Responsible for the health and safety of a large crew, and nourishing of volunteers, performers and participants throughout the festival. Food Handling course and cooking experience are assets.
Hospitality Assistant Coordinator	Yes	Yes	Yes	250	This role is a potential stepping stone to and learning process about the Coordinator's role. Responsible for tracking crew hours. This job requires time prior to and during the festival for meetings, phoning and organizing. Food Handling course and cooking experience are assets.

Hospitality Host	No	Yes	No	12	Helping to refill the beverage and snack area.
Back Stage Hospitality Host	No	Yes	No	20	You take care of performers at the barn during the evening performances, sustaining them with food and beverages. No small children to accompany volunteer on shift. You are responsible for keeping the backstage area tidy, cleaning up the kitchen area used, and maintaining the Hospitality area after hours. You are available Friday and Saturday evening of the festival. Food handling course and cooking experience are assets.

Site

ROLES	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Site Coordinator	Yes	Yes	Yes	950	Year round Yellow Shirt Role representing Site on the Operating Committee. Coordinates all aspects of site preparation and maintenance, including buildings, grounds, electrical, water supply, fire safety, weed control, etc. Ongoing communications with all Site areas.
Assistant Site Coordinator	Yes	Yes	Yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely with the Site Coordinator before and after, or 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 site meetings. Responsible for tracking crew hours.
Advance Site Crew Chief	Yes	No	No	100	Works closely with the Site Coordinator to prepare every aspect of the site prior to the festival including construction, fencing, etc. Physical fitness and construction knowledge required. Attends pre-festival meetings. Available weekdays and weekends. Responsible for tracking crew hours.

Advance Site Crew	Yes	No	No	24	Works with the Crew Chief or Ass't Crew Chief to construct all permanent and semi-permanent site facilities. Assists with grounds preparation in advance of the festival. Construction knowledge an asset. Weekend availability and a vehicle would also be assets. Must be physically fit.
Grounds Crew Chief	Yes	No	No	50	Works with Site Coordinator to plan lawn maintenance, ensure grass is cut as per the Riding Mower Policy and weeds are kept under control through the summer. Ensures records are maintained as per the Riding Mower Policy. SVFF approved training for the riding mower is required. Responsible for tracking crew hours.
Mower Crew	Yes	No	No	24	Working with Grounds Crew Chief, operates riding mower to cut grass. SVFF approved training for the riding mower is required.
Weed Control Crew	Yes	No	No	24	Works as part of the Grounds Crew with Coordinator to identify problem areas on site, develop and implement a plan to keep weeds down.
Electrical Crew Chief	Yes	Yes	No	100	Works closely with Site Coordinator 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.
Electrical Crew	Yes	Yes	No	24	Assists Electrical Crew Chief in laying out electrical wires and completing all electrical needs. MUST be certified electrician.
Set-up Crew Chief	Yes	No	No	50	Responsible for setting up all temporary aspects of the site, including tents, fencing, etc. Ensures all assets are inventoried. Attends pre-festival meetings. Responsible for tracking crew hours.
Set-up Crew	Yes	No	No	24	Sets up site and inventories the assets. Physically demanding role. Access to a vehicle is an asset. Requires availability weekends before festival and pre-festival week.

Signs Crew Chief	Yes	No	Yes	50	Up to 2 months prior to the festival and during festival, works closely with ED, Site and Fundraising Coordinators to plan and produce miscellaneous on-site and off-site signs. Attends pre-festival meetings. Collects and stores signs after festival. Responsible for tracking crew hours.
Sign Painter	Yes	No	No	24	Up to 2 months prior to Festival, takes direction from the Signs Crew Chief to paint various Festival signs.
Sign Placer	Yes	No	Yes	24	Starts Monday before festival to after festival, puts up and takes down roadway signs and on-site signs. Assists with collection and storage of signs after festival. Reports to Signs Crew Chief.
Sign Painter Short Shift	Yes	No	No	2	Short shift as needed to complete volunteer hours, Thursday evening or Friday. Paints last minute signs. Reports to Signs Crew Chief. This choice is only available to volunteers who already have another role.
Festival Site Crew	N	Yes	No	16	Handy person with carpentry skills to fix the things that get broken. On call with radio, reporting to Site Coordinator. Physically demanding role.
Eco Crew Chief	Yes	Yes	Yes	50	Responsible for composting, recycling and non-recyclable waste management stations. Works with Site Coordinator to plan locations of stations and sets up stations before gate opens. Schedules Eco Team. Attends pre festival meetings. Responsible for tracking crew hours.
Eco Assistant Crew Chief	Yes	Yes	No	20	Assists Eco Team Crew Chief to prepare composting, recycling and non-recyclable waste management stations prior to opening of the festival and as requested during the festival.
Eco Crew	No	Yes	No	12	Monitors and ensures compliance at composting, recycling and non-recyclable waste stations. Empties receptacles for on-site disposal.

Tear Down Crew Chief	Yes	No	Yes	50	Responsible for taking down all temporary aspects of the site, including tents, fencing, etc. Ensures all assets are inventoried. Attends pre-festival meetings. Responsible for tracking crew hours. Requires weekend and weekday availability in week after the festival.
Tear Down Assistant Crew Chief	No	No	Yes	24	Assists to lead crew to tear down the temporary aspects of the festival during the weeks following the festival. Responsible for tracking crew hours. Physically demanding role. Access to a vehicle is an asset. Requires weekend and weekday availability in week after the festival.
Tear Down Crew	No	No	Yes	24	Assists Assistant Crew Chief to take down site and inventory the assets. Physically demanding role. Access to a vehicle is an asset. Requires weekend and weekday availability in week after the festival.
Tear Down Short Shift	No	No	Yes	2	Short shift as needed to complete volunteer hours, on Sunday evening or Monday following festival to assist Tear Down Crew.

Productions

ROLES	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
Productions Assistant Coordinator	Yes	Yes	No	100	Works closely with Board and OC to provide communications coverage before the festival and on the festival site. Poise, diplomacy and excellent communication skills are necessities.

Database Crew Chief	Yes	No	Yes	100	Works closely with Operating Committee 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.
Database Crew	Yes	No	Yes	24	Work closely with Database Crew Chief to develop and maintain the database. Highly technical position. Must be familiar with database protocols and programming skills.
Poster Crew Chief	Yes	No	No	50	Works to get early festival posters located in key communities in Northumberland County and beyond, as early as possible. May be asked to poster for concerts and other local area events. Responsible for tracking crew hours.
Poster Monitor - Cobourg	Yes	No	No	24	Counts and prepares poster packages for distribution. Posts festival posters in Cobourg. May be asked to poster for concerts and other local area events. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary.
Poster Monitor - Port Hope	Yes	No	No	24	Counts and prepares poster packages for distribution. Posts festival posters in Port Hope. May be asked to poster for concerts and other local area events. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary.
Poster Monitor - Northumberland County	Yes	No	No	24	Counts and prepares poster packages for distribution. Posts festival posters in Northumberland County except Cobourg and Port Hope. May be asked to poster for concerts and other local area events. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary.

Poster Monitor - Peterborough	Yes	No	No	24	Posts festival posters in Peterborough and area. May be asked to poster for concerts and other local area events. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary.
Poster Monitor - Quinte & the County	Yes	No	No	24	Posts festival posters in Quinte and Prince Edward County. May be asked to poster for concerts and other local area events. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary.
Poster Monitor - Kingston	Yes	No	No	15	Posts festival posters in Kingston and area. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary. Short shifts during the festival may be required to complete minimum of 24 volunteer hours.
Poster Monitor - Ottawa	Yes	No	No	15	Posts festival posters in Ottawa and area. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary. Short shifts during the festival may be required to complete minimum of 24 volunteer hours.
Poster Monitor - Guelph	Yes	No	No	15	Posts festival posters in Guelph and area. Time sensitive. Logs to be kept of postered locations. Regular reporting required. Vehicle necessary. Short shifts during the festival may be required to complete minimum of 24 volunteer hours.

Handmakers Marketplace

ROLE	PRE-FEST ROLE	DURING FEST ROLE	POST-FEST ROLE	HOURS REQUIRED	ROLE DESCRIPTION
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Village Coordinator	Yes	Yes	Yes	500	Year round Yellow Shirt Role representing the Village on the Operating Committee. Requires good communication and organizational skills, computer skills and an understanding of the philosophy of the festival. Works closely with Assistant and Crew Chiefs organizing the Handmakers Marketplace vendors, Wellness practitioners, and Sustainable Living presenters.No small children to accompany volunteer while on duty.
Village Assistant Coordinator	Yes	Yes	Yes	100	Year round Yellow Shirt Role representing the Village on the Operating Committee. Requires good communication and organizational skills, computer skills and an understanding of the philosophy of the festival. Works closely with Assistant and Crew Chiefs organizing the Handmakers Marketplace vendors, Wellness practitioners, and Sustainable Living presenters.No small children to accompany volunteer while on duty.
Village Workshop Crew Chief	Yes	Yes	Yes	50	Works closely with the Village Coordinator sourcing and scheduling all art and wellness workshops in the Village Workshop tent.Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as interest and resources within the Art and Wellness field and community.Requires availability before the festival, during and minimal after. Computer skills a definite asset. Tracks crew hours. No small children to accompany volunteer while on duty.

Village Crew	No	Yes	No	14	Works closely with Village organizers setting up the Handmakers Marketplace, assisting with Village workshops. Assists vendors unloading and loading + any other tasks required throughout the Village. Good communication and organizational skills required. Lifting involved. No small children to accompany volunteer while on duty. Availability Friday, Saturday, Sunday.
Wellness Crew Chief	Yes	Yes	Yes	50	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.. Books appointments, handles payments at the festival. Responsible for tracking crew hours. Requires availability before the festival, during and minimal after. Computer skills a definite asset. No small children to accompany volunteer while on duty.
Wellness Crew	No	Yes	No	14	Works closely with organizers running the Wellness tent. Requires good communication and organizational skills. Books appointments, assists practitioners when required and housekeeping for the tent area. Works closely with organizers running the Wellness tent. Requires good communication and organizational skills. Books appointments, assists practitioners when required and housekeeping for the tent area. No small children to accompany volunteer while on duty. Lifting involved. Availability Friday, Saturday, Sunday.

Sustainable Living Crew Chief	Yes	Yes	Yes	50	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. Computer skills a definite asset.No small children to accompany volunteer while on duty.
Sustainable Living Crew	No	Yes	No	14	Works closely with organizers setting up and running the Sustainable Living Tent. Requires good communication and organizational skills. No small children to accompany volunteer while on duty..Lifting involved. Availability Friday, Saturday, Sunday.