

CALGARY FOLK MUSIC FESTIVAL

Volunteer Crews

2019 Calgary Folk Music Festival

Artist Liaison

Artist Transportation

Description	The Artist Transportation crew is responsible for providing artists with safe transportation before, during and after the Festival in large cargo vans.
Tasks	Airport pick-up & drop off Shuttle service between the hotel and Festival grounds Special travel requests
Requirements / Skills	Valid drivers license; driving abstract; comfortable driving large vehicles
Minimum Age	25
Work Days	Monday before Festival to Monday after Festival
Time Commitment	20-24 hours

Festival Parties

Description	The Festival Parties crew works at the Westin Hotel to ensure the Volunteer Parties run smoothly and that everyone has a fun and safe time.
Tasks	Door/wristband check Coat check Bussing tables & monitoring area cleanliness Floating Artist support
Requirements / Skills	Must work both shifts
Minimum Age	18
Work Days	Saturday and Sunday of the Festival (9 pm to 3 am each night)
Time Commitment	12 hours

Folk Boot Camp

Description	The Folk Boot Camp crew acts as a liaison between patrons, artists & staff to help facilitate the Folk Boot Camp music lessons at the National Music Centre.
Tasks	Set-up & strike Artist liaison Patron greeter
Requirements / Skills	Valid drivers license; stage management experience
Minimum Age	18
Work Days	Monday to Thursday of Festival week
Time Commitment	24 hours

Hotel Artist Liaison

Description	The Hotel Artist Liaison crew works offsite, at the Westin Hotel. This crew is responsible for greeting artists as they arrive for the Festival, and providing them with welcome packages.
Tasks	Greeting guests Assemble and distribute artist packages Explaining Festival logistics Answering questions Serving food Supporting Island Artist Liaison & Artist Transportation crews
Requirements / Skills	Safe Food Handling Certificate; interview required
Minimum Age	18
Work Days	Sunday before Festival to Monday after Festival. Package assembly day schedule 1 to 2 weeks before Festival.
Time Commitment	22 hours

Instrument Lock-Up

Description	The Instrument Lock Up crew is responsible for ensuring artists instruments are tagged and stored safely and securely. Volunteers on this team must be professional and courteous when interacting with artists.
Tasks	Receiving & inventorying all instruments that artists bring with them
Requirements / Skills	Physical strength (ability to carry heavy equipment up and down stairs is essential); professionalism
Minimum Age	16
Work Days	Festival days, Thursday to Sunday
Time Commitment	16 hours

Island Artist Liaison

Description	The Island Artist Liaison crew helps performers navigate the Festival while on site. They work directly with performers to provide them with useful information and assist them in any way they can.
Tasks	Stocking & maintaining dressing rooms Answering artists questions Wrangling artists for sessions, interviews, staff communication, etc
Requirements / Skills	Safe Food Handling; interview required; professionalism; knowledge of the Festival site; must have at least one year of CFMF volunteer experience
Minimum Age	18
Work Days	Festival days, Thursday to Sunday
Time Commitment	16 hours

Massage

Description	The Massage crew provides massage services for Festival artists.
Tasks	Providing massage services Assisting with laundry service
Requirements / Skills	Massage Therapist Certificate
Minimum Age	18
Work Days	Festival days, Thursday to Sunday
Time Commitment	16 hours

Program Writers

Description	The Program Writers crew is responsible for the Festivals program composition and editing.
Tasks	Write and edit assigned artist bios
Requirements / Skills	200 word artist bio and interview required;
Minimum Age	18
Work Days	Writing: Early March to mid April; Editing: last week of March; Follow Up: first week of April
Time Commitment	25 hours

Beer Garden

Beer Garden

Description	Beer Garden volunteers work hard and play hard! We work in a fast-paced environment, and are on our feet for hours at a time. Volunteers in this area are responsible for serving patrons in the public Beer Garden space
Tasks	Set-up & tear down Washing beer jugs Maintaining a clean space

	<p>Interacting with patrons</p> <p>Pouring and serving alcoholic beverages</p> <p>Chopping fruit & making sangria</p> <p>Bussing tables</p>
Requirements / Skills	Pro-Serve certification; some physical strength; ability to stand for long periods of time
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday, and Monday after the Festival
Time Commitment	20 hours

Blue Room Bar

Description	The Blue Room Bar is a fun, social, and very active volunteering position. Located behind the Main Stage, this crew serves alcoholic beverages to guests of the Artist Lounge.
Tasks	<p>Set-up & tear down</p> <p>Washing beer jugs</p> <p>Maintaining a clean space</p> <p>Interacting with patrons</p> <p>Pouring and serving alcoholic beverages</p> <p>Chopping fruit & making sangria</p>
Requirements / Skills	Pro-Serve certification; some physical strength; previous experience on Beer Garden crew; interview required
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday, and Monday after the Festival
Time Commitment	20 hours

Eco Initiatives

Bicycle Lock-Up

Description	The Bicycle Lock-Up crew provides bicycle lock-up services at two areas during the Festival.
Tasks	Checking in & out bicycles Supervising bicycle storage area Snuggling bicycles together to make space
Requirements / Skills	Some physical strength; willingness to work with patrons
Minimum Age	16
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18 hours

Environment

Description	The Environment crew is responsible for handling compost, recycling and landfill waste throughout the weekend.
Tasks	Educating patrons about what goes where Supervising waste stations Sorting waste Facilitating waste pick-ups Supervising and informing Festival vendors
Requirements / Skills	Physical strength; willingness to work with patrons; experience using two-way radios; willingness to get your hands (a bit) dirty;
Minimum Age	14
Work Days	Wednesday before the Festival to Wednesday after the Festival
Time Commitment	14 hours

Hospitality

Blue Room Food

Description	The Blue Room Food crew serves food and non-alcoholic beverages to guests in the Artist Blue Room.
Tasks	Obtaining food & supplies Preparing food trays & beverages Clearing tables Washing dishes Maintaining a clean work space
Requirements / Skills	Safe Food Handling Certification, professional attitude; interview required
Minimum Age	18
Work Days	Wednesday before the Festival, Festival Days: Thursday to Sunday, Monday after the Festival
Time Commitment	16 hours

Cold Food

Description	The Cold Food crew prepares and serves delicious salads for daily lunch and dinner service (offered to volunteers, artists & staff).
Tasks	Slicing & dicing Mixing & blending Stocking the salad bar Maintaining a clean work space
Requirements / Skills	Safe Food Handling Certification; comfortable handling a knife, some physical strength
Minimum Age	15
Work Days	Wednesday before the Festival, Festival Day: Thursday to Sunday, Monday after the Festival
Time Commitment	16 hours

Food Servers

Description	The Food Servers Crew serves hot food portions to guests in the Hospitality areas (volunteers, artists & staff).
Tasks	Assist with set up Welcome & check-in Hospitality guests Serve hot food portions to Hospitality guests Assist with take-out meal prep
Requirements / Skills	Safe Food Handling Certification
Minimum Age	13
Work Days	Festival Days: Thursday to Sunday
Time Commitment	16 hours

Hospitality Site

Description	The Hospitality Site crew is responsible for the set-up, maintenance and teardown of the Hospitality area.
Tasks	Packing & transporting equipment & materials to and from the warehouse and site Assembling pre-built flooring panels, assembling racks and prep tables, installing sinks & plumbing the water and waste water system, installing ovens & cookers and connecting them to a gas supply Assembling tables & chairs in the dining areas, connecting equipment to electrical service Maintenance and support the hospitality systems during the Festival
Requirements / Skills	Physical strength; comfortable using hand and power tools; available during business hours
Minimum Age	16
Work Days	Two weeks before and one week after the Festival, Festival days: Thursday to Sunday
Time Commitment	25 hours

Hot Food

Description	The Hot Food crew is responsible for the prepping and cooking of hot food items for the Hospitality area meals (for volunteers, artists & staff)
Tasks	Cutting of vegetables Handling raw and cooked meats Preparation of marinades & sauces
Requirements / Skills	Safe Food Handling Certification; tolerant working in heat; commercial kitchen skills preferred but not required
Minimum Age	18
Work Days	Saturday before the Festival, Festival days: Thursday to Sunday, Monday after the Festival
Time Commitment	19 hours

Pot Washing

Description	The Pot Washing crew cleans the pots and dishes used to make food for all of the volunteers and artists.
Tasks	Washing pots, pans, & other cooking equipment
Requirements / Skills	Safe Food Handling Certification
Minimum Age	13
Work Days	Wednesday before Festival to Tuesday after Festival
Time Commitment	16 hours

Site Kitchen / Tear Down

Description	Volunteers on the Site Kitchen / Tear Down crew are responsible for preparing and serving lunch to the set-up & strike crews of the Festival.
Tasks	Serving hot food portions to volunteers Maintaining a clean work area Set-up and tear down of temporary Hospitality area
Requirements /	Safe Food Handling; available during business hours

Skills	
Minimum Age	18
Work Days	Weekdays before and after the Festival
Time Commitment	20 hours

Snack Bar & Beverage

Description	Volunteers on the Snack Bar & Beverage crew prepare and serve non-alcoholic beverages and snacks for the volunteers and artists in the Hospitality area.
Tasks	Preparing & serving non-alcoholic beverages Preparing & serving snack items
Requirements / Skills	Safe Food Handling Certification
Minimum Age	13
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Stores

Description	The Stores crew is in charge of storing and controlling the inventory required to feed Festival volunteers and artists.
Tasks	Distribute meals to on-island volunteers Oversee food trailers & equipment Assist Hospitality volunteers to help find proper supplies
Requirements / Skills	Safe Food Handling Certification; Drivers license
Minimum Age	16
Work Days	Wednesday before Festival to Monday after Festival
Time Commitment	18 hours

Island Admin

50/50

Description	The 50/50 crew sells CFMF 50/50 tickets to patrons and volunteers throughout the Festival. Outgoing, positive and ambitious attitudes are a must.
Tasks	Selling 50/50 tickets (roaming only - no stationary sales location) Approaching patrons & volunteers Answering inquires
Requirements / Skills	Police Information Check, ability to walk and stand for duration of shift in various weather conditions, money counting experience & basic math skills, comfort and enthusiasm initiating conversation with diverse populations and audience members, comfortable speaking loudly and clearly, sales orientated and outgoing personality, ability to multi-task, personal cell phone, interview required
Minimum Age	18
Work Days	Festival days: Thursday to Sunday. Walk-through training on Wednesday evening before Festival
Time Commitment	18-20 hours

Administrative Services

Description	Administrative Services disperses supplies, provides support and confirms accuracy of cash counts for the Festival.
Tasks	Disperse cash supplies Provide support to the Festival's accounting department Confirm accuracy of cash counts
Requirements / Skills	Police Information Check; money handling experience
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time	16 hours

Commitment	
-------------------	--

Artist Payroll

Description	The Artist Payroll crew meets with Festival artists to confirm and complete pay details. Volunteers are expected to interact with artists in a professional manner, and to handle confidential information discretely.
Tasks	Entering data into a database Filing & handling money Distributing artist cheques
Requirements / Skills	Police Information Check; professionalism
Minimum Age	25+
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Beer Garden Cashiers

Description	Beer Garden Cashiers sell all of the tickets for alcoholic beverages in the Beer Garden and Artist Lounge Bar
Tasks	Selling tickets as a floor seller Selling tickets at a booth Counting and reconciling cash Handling cash, credit & debit transactions
Requirements / Skills	Police Information Check; ability to walk for long periods of time; cash handling experience
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18 hours

Cash Register Support

Description	The Cash Register Support crew is responsible for identifying the number of cash registers and associated devices, programming the cash registers and devices, providing training to crew coordinators and front-line volunteers, installing the devices on island, supporting the devices during Festival, and packing up the devices at the end of Festival.
Tasks	Identify technology requirements Program / set-up devices Install devices on Island Provide technical support for cash registers / devices Pack up devices on Island
Requirements / Skills	Police Information Check
Minimum Age	18
Work Days	Wednesday before Festival to Monday after Festival, and pre-Festival cash register programming
Time Commitment	Project-based

Cashiers

Description	Cashiers work all over the Island, selling various Festival products, including records, t-shirts, Festival tickets and more.
Tasks	Sell Festival products Count and reconcile money Interacting with patrons Handling cash, credit & debit transactions
Requirements / Skills	Police Information Check; ability to stand for long periods of time; cash handling experience
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Island Box Office

Description	The Island Box Office crew prepares patrons for entrance to the Festival.
Tasks	Scan printed tickets Fasten wristbands around patrons' wrists Interact with patrons Operate 'will call' station Assist with ticket issues
Requirements / Skills	Police Information Check; ability to stand for long periods of time; must work Thursday shift
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Media & Public Relations

Distribution

Description	Members of the Distribution crew assist with the promotion of the CFMF by distributing posters and flyers throughout the city.
Tasks	Distribute posters and flyers in assigned locations
Requirements / Skills	Ability to access specific communities in Calgary; ability to walk for long periods of time; willingness to talk to local shop owners; must complete 50-75 poster/brochure drops based on designated location
Minimum Age	18
Work Days	Pre-Festival, April to June
Time Commitment	Project-based

Folk Buddies

Description	The Folk Buddies are roving CFMF goodwill ambassadors. They answer questions and provide support for guests and patrons.
Tasks	Provide Festival, Festival Hall & Block Heater awareness Act as spot savers for the Main Gate lineup (so patrons can go to the bathroom) Answer questions Provide directions
Requirements / Skills	Outgoing personality; ability to walk for duration of shift; must own & carry cell phone
Minimum Age	16
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Media Tent

Description	The Media Tent acts as a liaison between artists and media representatives.
Tasks	Confirm interview requests Escort media, as needed Act as a point of contact for questions from the media
Requirements / Skills	Media experience; comfortable working with a computer; ability to act professionally with the media; interview required
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16

Photography

Description	The Photography crew oversees the documentation of the Festival throughout the weekend.
Tasks	Shooter role: takes pictures of live music, eager crowds, volunteers, etc Search editor role: archive and tag photos

Requirements / Skills	Portfolio application and interview required
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	32 hours

Promo Crew

Description	The Promo Booths crew goes into the community to other festivals and events, and promotes the CFMF.
Tasks	Answer Festival, concert, general questions Sell Festival, raffle & concert tickets Promote Festival programming
Requirements / Skills	Police Information Check; knowledge of the Festival; outgoing personality; interview required
Minimum Age	18
Work Days	Various weekends and weeknights starting in March and going until December.
Time Commitment	45-50

Social Media

Description	In teams of 3, the Social Media crew will be responsible for Instagram, Twitter, and Facebook posts, live videos, comments, and responses.
Tasks	Creating engaging content to post on social media (scheduled and live, including live video) Responding in a timely manner to social media comments, questions, concerns
Requirements / Skills	Minimum two years event/media marketing experience; writing sample; interview required.
Minimum Age	18
Work Days	Commitment to two days of the festival (either Thursday/Saturday or Friday/Sunday). Project-based hours during the days assigned.

Time Commitment	Project-based
------------------------	---------------

Videography

Description	The Videography crew is in charge of filming and editing live performance footage and on-camera interviews for CFMF promotional outlets and partnerships.
Tasks	Camera operation Film editing
Requirements / Skills	Video experience; interview required
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	22 hours

Merchandise

Music & Merchandise

Description	Music & Merchandise volunteers assist patrons buying artist and Festival swag.
Tasks	Inventory, stock & display artist and Festival merchandise
Requirements / Skills	Good communication skills; helpful attitude; expected to learn about the scheduled artists and their music
Minimum Age	15
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Program Sellers

Description	The Program Sellers crew sells and distributes Festival programs, and act as ambassadors for the Festival.
Tasks	Handle & reconcile cash

	Sell Festival programs
Requirements / Skills	Police Information Check; ability to stand for long periods of time; comfortable handling cash; expected to learn material in Festival program
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16

Safety & Security

Admin Security

Description	The Admin. Security crew collects and deposits cash from different areas on the Festival grounds.
Tasks	Collect and deposit cash Escort volunteers to the Admin trailer
Requirements / Skills	Police Information Check; interview required
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Backstage Production Security

Description	<p>Ever wonder what goes on Backstage at the Calgary Folk Music Festival? The Backstage Production Security crew is for you!</p> <p>Our crew monitors all the access points to the to the production area of the Festival and maintains the safety and security of the volunteers, staff, artists and the patrons of the CFMF. We work closely with many of the other crews to ensure the festival runs smoothly and everyone has a great time. Our crew is large, and we have a lot of fun both before, during and after the festival. We are in charge of the exclusive area's where patrons are not</p>
--------------------	--

	allowed to enter, but volunteers, sponsors, staff and supports are allowed. (like the artist's lounge) If this sounds like a cool way to spend 4 days in July, then sign and up maybe you too will have what it takes to be one of the few, the proud, the CFMF BPS CREW.
Tasks	<p>Check badge access at secure points</p> <p>Safely allow transport of personnel and goods on and off the Island</p> <p>Get to know many of the great staff and crew members of the CFMF</p> <p>Have way more fun than most other crews</p> <p>Ensure that all attending the CFMF on those days in July have a world class experience</p>
Requirements / Skills	Two-way radio experience; ability to read passes carefully; ability to stand for long periods of time; great people skills (or a willingness to learn), good sense of humour, a love of our fair City and a desire to share this awesome festival with everyone.
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Dispatch

Description	The Dispatch crew is responsible for relaying information between crews over 5 different radio channels
Tasks	<p>Listen attentively to radio messages</p> <p>Relay information to different crews</p>
Requirements / Skills	Fluent and confident English speaker, two-way radio experience
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

First Aid Services

Description	The First Aid Services crew provides first aid and medical services to volunteers, patrons and sponsors on the Festival site.
Tasks	<p>Answer questions</p> <p>Provide sunscreen, bug spray, etc to patrons</p> <p>Assist patrons at the first aid tent</p> <p>Walk Festival grounds with Rover volunteers to monitor patron health</p> <p>Assist during medical emergencies (assess patient and recommend a course of action)</p>
Requirements / Skills	Practicing and licensed MD or RN; interview required;
Minimum Age	25
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Lost & Found / Info

Description	Lost & Found / Info volunteers look after three major areas at their tent: lost & found, lost children and public information.
Tasks	<p>Lost & Found: collect, inventory & distribute items</p> <p>Lost children: act as a safe meeting spot and follow assigned protocol</p> <p>Public information: answer patron inquires</p>
Requirements / Skills	Police Information Check
Minimum Age	21
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Main Field Security

Description	The Main Field Security crew maintains a constant presence around the main field, so that the patrons can enjoy the main stage acts safely and peacefully.
Tasks	Oversee the running of the tarps Supervise main field area for suspicious activity Answer questions and offer support to patrons, guests and volunteers
Requirements / Skills	Ability to walk for duration of shift
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Main Gate Security

Description	Main Gate Security monitors the main point of entrance to the Festival. They ensure all patrons are walking into a welcoming and safe environment.
Tasks	Radio communication w/ Dispatch and other Safety & Security crews Assisting with wristband identification Assisting with the 'running of the tarps'
Requirements / Skills	Comfortable checking patrons bags
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Rovers

Description	The Rovers crew patrols the Festival grounds in groups of two or three volunteers.
Tasks	Patrol Festival grounds

	Ensure all guests are safe Facilitate issues with patrons, volunteers, vendors, artists, etc No rover is ever required to put themselves at risk
Requirements / Skills	Ability to walk for duration of shift
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Security Logistics

Description	The Security Logistics crew acts as a support system to other Safety & Security crews.
Tasks	Sign in and out radios to all crews on the Island Assist Safety & Security crews as required Help guide vehicles/buses on and off the Island
Requirements / Skills	Festival Days, Thursday to Sunday
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-20 hours

Stage Security

Description	Volunteers on the Stage Security crew are responsible for the safety of volunteers and artists in the backstage and production areas of the Festival.
Tasks	Checking badge access Enforce stage rules to patrons, artists & volunteers
Requirements / Skills	Ability to act professional in front of artists
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	18-22 hours

Site Operations

Arts Market

Description	The Arts Market crew helps facilitate the planning and presentation of the Arts Market area at the Festival.
Tasks	Participate in vendor selection process Assist vendors with set-up and strike Provide support to vendors throughout the Festival Ensure the needs of vendors are met and concerns are addressed Ensure storage tent contents are safe and secure
Requirements / Skills	Must attend Jury Selection
Minimum Age	18
Work Days	Jury selection in April 14 (10 am-12 pm); Wednesday before the Festival; Festival days, Thursday to Sunday
Time Commitment	18 hours

Carpentry

Description	The Carpentry crew helps build small items for the Festival.
Tasks	Assembling previously built stairs, platforms & ramps Build plywood floors to protect grass Other projects, as needed (building shelves, and wooden storage boxes) Occasional moderate lifting
Requirements / Skills	Basic knowledge of carpentry; ability to use a cordless drill and other basic hand tools; available during business hours
Minimum Age	18
Work Days	Weekdays before the Festival and Monday after the Festival. Most work is done on weekdays, during business hours.
Time Commitment	24 hours

Electricians

Description	The Electricians crew helps set up the electrical aspects of the Festival, and keeps the power flowing throughout the event.
Tasks	Physical lifting Driving golf carts to distribute and run hundreds of feet of extension cords Mounting light fixtures in the Festival tents Resetting tripped breakers Replacing burnout lights and defective extensions cords
Requirements / Skills	Basic knowledge of electrical; comfortable using basic hand tools, volt meter or WoTic and 2-way radios
Minimum Age	18
Work Days	Wednesday before Festival to Monday after Festival
Time Commitment	16 hours

Family Area

Description	Volunteers on the Family Area crew help facilitate family programming at the Festival.
Tasks	Set-up and strike family activities Facilitate family activities, including: face painting, craft, bouncy castle, etc Assist performers
Requirements / Skills	Police Information Check (for 18+ volunteers); comfortable working with children
Minimum Age	16
Work Days	Saturday and Sunday of the Festival
Time Commitment	16 hours

Production Assistant

Description	The Production Assistant crew runs errands for Festival staff, Site Operations teams and Area Managers.
Tasks	Drive a Festival-rented van to pick up various materials

Requirements / Skills	Valid Drivers license; comfortable driving a cargo van; comfortable driving around the city
Minimum Age	25
Work Days	Saturday of Festival to Tuesday after Festival
Time Commitment	26 hours

Production Office Supervisor

Description	The Production Office Supervisor oversees the administration in the Production Trailer.
Tasks	Sign-out & sign-in sheet for golf carts/keys Take note of items staff or Area Managers require, so that a Production Assistant can purchase or pick it up Check daily gas & diesel requirements Contact Production Manager or Site Manager if someone comes into the trailer or radios the office looking for them
Requirements / Skills	Available during business hours
Minimum Age	25
Work Days	Saturday of Festival to Tuesday after Festival
Time Commitment	24 hours

Lamp Lighters

Description	The Lamp Lighters crew is responsible for creating and maintaining a large inventory of 50+ handmade lanterns. Volunteers on this crew also lead the lantern parade on Friday, Saturday and Sunday evening.
Tasks	Repair, maintenance and construction of lanterns Recruit members of the public to participate in the lantern parade Carry glowing lanterns through the audience of the Main Stage Provide guidance and assistance to participants in the lantern parade
Requirements / Skills	Police Information Check (18+ volunteers)

Minimum Age	16
Work Days	Lantern preparation: early April to beginning of July; Festival days: Thursday to Sunday
Time Commitment	24 hours

Set-Up & Strike

Description	The Set-Up & Strike crew is responsible for building and dismantling the Festival site, including tents
Tasks	Manual labour Outside work (rain or shine)
Requirements / Skills	Available during business hours; must work 2 pre-shifts and 1 post shift; physical strength
Minimum Age	18
Work Days	Monday to Wednesday before Festival, Monday to Wednesday after Festival
Time Commitment	25 hours

Shipping / Receiving

Description	The Shipping / Receiving crew is responsible for receiving Festival equipment and distributing it around the Island.
Tasks	Moderate lifting (up to 25 lbs) Receiving and tracking Festival equipment Distributing Festival equipment Gathering Festival equipment after Festival and sending it back to a warehouse
Requirements / Skills	Physical strength; available during business hours
Minimum Age	18
Work Days	Saturday to Thursday before the Festival, Monday to Wednesday after the Festival
Time Commitment	24 hours

Side Stage Set Up

Description	The Side Stage Set Up crew builds the decking of 4/6 of the side stages for the Festival. The labour on this crew is very intensive, and physical strength is a must.
Tasks	Build side stage decking
Requirements / Skills	Heavy physical strength
Minimum Age	18
Work Days	Wednesday before the Festival, Monday after the Festival
Time Commitment	Project-based

Signage

Description	The Signage crew inventories and installs the majority of the signage at the Festival.
Tasks	Pre & Post inventory and cleaning of the signs Installing signage around the Island Monitoring the state of signage during the Festival Tearing down the signage immediately following the Festival
Requirements / Skills	Available during business hours
Minimum Age	18
Work Days	Wednesday before Festival, Festival days: Thursday to Sunday, Monday after the Festival
Time Commitment	24 hours

Site Maintenance

Description	The Site Maintenance crew is responsible for the maintenance of tents, fencing and many other facets of the Festival site during the event.
Tasks	Monitoring the Festival site Repair broken structures Modify the Festival site, when necessary (install plywood)

	flooring or wood chips if it rains and is muddy
Requirements / Skills	Drivers license, physical strength
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours

Site Transportation

Description	The Site Transportation crew transports artists, equipment, vendors, merchandise and disabled patrons throughout the Island.
Tasks	Drive golf carts Transport artists, equipment, vendors, merchandise, and disabled patrons
Requirements / Skills	Valid drivers license, must read and sign safe driving document, physical strength, two-way radio experience
Minimum Age	25
Work Days	Festival Days, Thursday to Sunday (primarily Saturday and Sunday)
Time Commitment	18 hours

Tents

Description	The Tents crew is responsible for the set up and strike of the side stages and large Festival tents.
Tasks	Moderate to heavy lifting Using sledgehammers to pound tent pegs into the ground Working with ropes and knots
Requirements / Skills	Physical strength; available during business hours
Minimum Age	18
Work Days	Saturday & Sunday before Festival, Monday after Festival. Must work all three days
Time	24 hours

Commitment	
-------------------	--

Truck Transportation

Description	The Truck Transportation crew is responsible for picking up and delivering various items to and from the Island
Tasks	Moderate lifting Driving large vehicles Packing and unloading vehicles
Requirements / Skills	Valid drivers license, must be available during business hours, comfortable driving a large truck, physical strength
Minimum Age	25
Work Days	Friday to Wednesday before Festival and Monday to Wednesday after Festival
Time Commitment	24 hours

Yoga

Description	The one-person Yoga crew leads and facilitates weekend yoga classes.
Tasks	Set-up and strike teaching area Facilitate yoga classes
Requirements / Skills	Certified yoga instructor
Minimum Age	18
Work Days	Saturday and Sunday morning of the Festival
Time Commitment	Project-based

Stages

Backline

Description	The Backline crew ensures that all the right equipment is at each stage for the proper time and show each day.
Tasks	Inventory equipment Send designated equipment to stages
Requirements / Skills	Physical strength
Minimum Age	18
Work Days	Wednesday before Festival to Monday after Festival, early morning and daytime shifts on Thursday and Friday
Time Commitment	16 hours

Main Stage

Description	The Main Stage crew is responsible for stage preparation, and music equipment set up and strike on the main stage before, during and at the end of the Festival.
Tasks	Stage preparation Music equipment set-up and strike Lifting heavy equipment
Requirements / Skills	Knowledge of stage plots; experience with bands, working with music gear, sound and stage or theatre stage management; physical strength;
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	24 hours

Side Stages

Description	The Side Stages crew ensures the show at each side stage gets started on time and sounding great.
--------------------	---

Tasks	Listening to Stage Managers instructions Set up sound equipment and performance related equipment during concert changeovers Moderate to heavy lifting of sound equipment
Requirements / Skills	Knowledge of stage plots; experience with bands, working with music gear, sound and stage or theatre stage management; physical strength
Minimum Age	18
Work Days	Festival days, Thursday to Sunday (mostly Saturday and Sunday)
Time Commitment	20 hours

Volunteer Services

Office Support

Description	The Office Support crew helps support the CFMF staff with various administrative tasks.
Tasks	Selling & printing tickets Wristband inventory and packaging Reception support Data entry Volunteer orientation greeting Other tasks as needed
Requirements / Skills	Police Information Check, available during business hours; comfortable using Microsoft Office Suite, navigating the internet and completing web-based ticket sales; comfortable using a multi-line phone system; interview required
Minimum Age	18
Work Days	Pre-Festival, April to July
Time Commitment	36 hours

Special Events

Description	The Special Events crew helps plan, prepare and operate the Noonan corporate event during the Festival.
Tasks	Set-up & strike the event Greeter/ticket taker Bussing tables
Requirements / Skills	Physical strength; available during business hours
Minimum Age	25
Work Days	Friday morning and afternoon of the Festival
Time Commitment	Project-based

Volunteer ID

Description	The Volunteer ID crew is responsible for the volunteer package organization, assembly and distribution.
Tasks	Folding t-shirts Placing stickers on badges and packages Stuffing packages Distributing packages
Requirements / Skills	Ability to stand for long periods of time
Minimum Age	13
Work Days	Pre-Festival, July
Time Commitment	24 hours

Volunteer Information

Description	The Volunteer Information crew runs the Volunteer Information Tent, where volunteers go if they have any questions. Volunteers on this crew also act as buffers for crews that are short staffed.
Tasks	Answer questions and provide volunteers with support Distribute programs, gelato tickets, and beer tickets

	Sell after party wristbands Contact staff, area managers, and crew coordinators Fill in on crews that are short staffed
Requirements / Skills	Safe Food Handling Certification; Police Information Check;
Minimum Age	18
Work Days	Festival Days, Thursday to Sunday
Time Commitment	16 hours