

Mountain View Arts Festival 2018 - Volunteer Job Descriptions

As of June 30, 2018

Title	Duties
Festival Committee Chair and/or Arts Society Board of Directors	Oversees all sub-committees prior to festival
	Prepare festival budget and help set overall schedule
	Prepare evaluation forms
	Make arrangements for insurance
	Put the call out for various volunteer positions
	Book necessary facilities/venues.
	Book Lions Shuttle, and act as liaison during festival
	Book staff (photographer, MC, videographer, etc)
	Make sure Tickle Trunk has new costumes & is on site
All Coordinators	Double-check job descriptions
	Get job description changes to Volunteer Coordinator
	Get budget requests to the Board
	Make sure the Marketing Coordinator knows what you're doing
	Make sure Board gets any Sign requests
Volunteer Coordinator	Keep a file of job descriptions
	Help find sub-committee chairs
	Put together a Contact Info Sheet
	Prepare & distribute nametags as needed
	Submit budget requests to Board (e.g Appreciation Night)
Sponsorships Coordinator	Prepare Sponsorship Perk packages
	Keep record of all sponsorships acquired
	Order any new sponsorship signs
	Arrange for pickup/delivery of sponsor signs
	Make sure all sponsor logos/names are provided to Mrktg Mgr
	Make sure all sponsors have a certificate delivered to their store/office
Main Stage Coordinator	Anything to do with entertainment at Elks Hall, incl finding/booking acts
	Select Sound/Light Tech & Assistant (if necessary)
	Select Stage Hands & assigns duties (if necessary)
	Make all arrangements with MC (entertainer bios, etc)
	Distribute water bottles, goodie bags, payments, etc
	Set the stage entertainment schedule & get to Board
Secondary Stage Coordinator	Anything to do with entertainment at Vintage, incl finding/booking acts
	Select Sound/Light Tech & Assistant (if necessary)
	Find MC/stage hand(s). Provide bios to MC
	Distribute water bottles, goodie bags, payments, etc
	Set the stage entertainment schedule & get to Board
Museum Stage Coordinator	Anything to do with entertainment, incl finding/booking acts
	Find MC. Provide bios to MC
	Distribute water bottles, goodie bags, payments, etc
	Set the stage entertainment schedule & get to Board

Saturday Concert	Anything to do with entertainment at the Elks, incl finding/booking acts
	Find and book acts. Get contracts signed. Get High Res photos
	Make sure riders on contracts are fulfilled
	Select Sound/Light Tech & Assistant
	Select Stage Hands & assigns duties
	Make all arrangements with MC (entertainer bios, etc)
	Set the stage entertainment schedule & get to Board
	Make arrangements for concessionaire
	Arrange ticket sales outlets and online ticket sales
	Design floor plan and map for seating
Marketing Manager	Provide all promo info to webmaster
	Book, design and/or proof & submit ads to respective mediums
	Get bios and photos from entertainers
	Arrange press releases, PSAs & radio interviews
	Prepare flyers, posters, free advertising mediums, & distribute
	Distribute posters and programs/maps
Social Media Manager	Facebook and twitter feeds
	Organize Facebook ads
	Share artist and performer statuses on the facebook page.
Artists at Work Coordinator	Identify potential artists & send out the invitation
	Handle all inquiries from potential artists
	Provide info to online developer and make sure all info is offered
	Prepare information packages
	Greet artists & direct to their spots
	Design and collect evaluation forms from artists
	Track attendance & report results
	Distribute water bottles, goodie bags, payments, etc to artists
Art the Bear Contest	Make arrangements to pick up Art from Spence family
	Make a costume for Art that matches our theme
	Buy 3 "artsy" prizes
	Make appropriate signage, draw boxes, ballots
	Design invitation for schools & distribute in September
Passport Coordinator	Design passports and get printed. Make 4-5 venue passport boxes & signs
	Get new passports printed with demographic questions.
	Distribute passports to festival venues. Pick up entries & make draws
	Let winners know & make arrangements for delivery of prizes.

Library Activities	Decide on activities for Make Your Own Souvenirs
	Check with MVAS Inventory then purchase whatever supplies are needed
	Decide on entertainment and book accordingly
	Set volunteer schedule for all activities
	Track attendance & report results
Museum Activities	Decide on activities for Make Your Own Souvenirs
	Check with MVAS Inventory then purchase whatever supplies are needed
	Decide on other activities and book accordingly
	Set volunteer schedule for all activities
	Track attendance & report results
Family Dance	Hired DJ is also volunteer chairman
	Decide on activities and make arrangements for same
	Set volunteer schedule for all activities
	Track attendance & report results
Chalk Art Coordinator	Decide on venues and make necessary arrangements
	Sign businesses up for sponsorship
	Purchase whatever supplies are necessary
	Book guest chalkers and make necessary arrangements
Signage & Site Décor	Talk to the Town to see if they are okay with us hanging bunting downtown.
	Book Ron Townsend to hang the bunting
	Get ready to decorate.