

Mountain View Arts Festival 2017 - Volunteer Job Descriptions

As of March 18, 2017

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)
	Find coordinator for pARTy Centre
	Find coordinator for Art the Bear contest
	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 Mugs, 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
Saturday Concert	Anything to do with entertainment at DHS, incl finding/booking acts
	Find and book acts. Get contracts signed. Get High Res photos

	<p>Make sure riders on contracts are fulfilled</p> <p>Select Sound/Light Tech & Assistant</p> <p>Select Stage Hands & assigns duties</p> <p>Make all arrangements with MC (entertainer bios, etc)</p> <p>Set the stage entertainment schedule & get to Board</p> <p>Make arrangements for concessionaire</p> <p>Arrange ticket sales outlets and online ticket sales</p> <p>Design floor plan and map for assigned seating</p>
Marketing Manager	<p>Provide all promo info to webmaster</p> <p>Book, design and/or proof & submit ads to respective mediums</p> <p>Get bios and photos from entertainers</p> <p>Arrange press releases, PSAs & radio interviews</p> <p>Put together Travel Alberta applications</p> <p>Prepare flyers, posters, free advertising mediums, & distribute</p> <p>Distribute posters and programs/maps</p>
Social Media Manager	<p>Facebook and twitter feeds</p> <p>Organize Facebook ads</p> <p>Share artist and performer statuses on the facebook page.</p>
Artists at Work Coordinator	<p>Identify potential artists & send out the invitation</p> <p>Handle all inquiries from potential artists</p> <p>Provide info to online developer and make sure all info is offered</p> <p>Prepare information packages</p> <p>Greet artists & direct to their spots</p> <p>Design and collect evaluation forms from artists</p> <p>Track attendance & report results</p> <p>Distribute water bottles, goodie bags, payments, etc to artists</p>
Art the Bear Contest	<p>Make arrangements to pick up Art from Spence family</p> <p>Make a costume for Art that matches our theme</p> <p>Buy 3 "artsy" prizes</p> <p>Make appropriate signage, draw boxes, ballots</p> <p>Design invitation for schools & distribute in September</p>
pARTy Centre	<p>Decide on activities and make purchases of supplies</p> <p>Figure out staffing volunteers and their schedule</p>
Passport Coordinator	<p>Design passports and get printed. Make 4-5 venue passport boxes & signs</p> <p>Check inventory from previous year and get more printed if necessary.</p> <p>Distribute passports to festival venues. Pick up entries & make draws</p> <p>Let winners know & make arrangements for delivery of prizes.</p>
Opening Reception	<p>Make arrangements for venue</p> <p>Decide floor plan, tables, chairs, décor, etc</p> <p>Decide on guest speaker(s), entertainment, etc</p> <p>Decide on food & beverages, order, pick up, deliver, return extras</p> <p>Get list from the MVAS Board of who should be invited</p> <p>Send out invitations. Follow up (especially with sponsors via phone)</p>

	Put together set-up and clean-up schedule & helpers
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
Quilt Show	Decide on activities and make arrangements for same
	Get online application live and ready to accept applications.
	Find quilters and quilts.
	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
Heritage Walking Tour / Building Stroll	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.
	Talk to the Chamber to see if they will hang the bunting for us
	Search out bunting, order, and get ready to decorate.