

2015 Volunteer Job Descriptions

Ottawa Music Expo – All Positions:

Are you interested in music? Do you want to work with children? Do you want to learn new skills and meet new people? If so then volunteer your time at the Ottawa Music Expo taking place during the Music & Beyond festival on July 5, 2015 at the University of Ottawa, Tabaret Hall. The volunteer team will play a vital role in engaging families/children during the event, assisting with workshops, and handing out brochures and balloons along the canal to encourage families to attend the Ottawa Music Expo. There will be many volunteer opportunities available including set up and tear down of the event so feel free to contact our volunteer coordinator who will work with you to find a position that you are interested in.

Usher:

The usher team is dynamic and vital to the success of our concerts. The ushers assist and report to the house manager of the event. The responsibilities include

- Greeting audience members and collecting their tickets
- Directing audience members to their seats at the concert venue
- Assisting audience members to ensure their enjoyment of the concert
- Directing audience members to concert venue facilities such as washrooms
- Provide venue security, complete head counts of patrons if full house is expected
- Any other tasks as assigned by the house manager

Stage Crew:

The stage crew is essential to the concert process. The stage crew assists the stage manager in ensuring that each production runs smoothly. Responsibilities include

- Set up and take down of all stage equipment and props
- Set up for rehearsal, musical equipment set up
- Organizing and maintaining props during the performance
- Attending to the artists' needs
- Any other tasks as assigned by the stage manager

Box Office:

The box office team is the first line of contact for the customers. The box office team should be enthusiastic, friendly and polite, making the patrons feel welcome. Responsibilities include

- Set up box office table in the concert venue
- Greets patrons and assists with processing ticket sales and cd sales
- Distributes will-call tickets (tickets that are picked up at the door)
- Answer any questions from patrons
- Fill out required forms and track sales

Office Assistance – Editing and reviewing:

This role is very important to continue to ensure our high standard for festival material. We require several sets of eyes to ensure clarity and accuracy!

- Assist in the preparation of festival materials including programs and brochures by reviewing the material
- Meet with fellow volunteers prior to the festival to review festival material and provide feedback
- Thoroughly examine all festival material prior to distribution and proofread and edit material if required

Office Assistance – Technical Support:

If you are someone who enjoys working with computers then we could use your assistance at our office. Technical support is vital to ensure our office continues to run smoothly throughout the festival and year round. Responsibilities include

- Communicate with office staff to resolve computer related issues when they arise (can be done in person or over the phone when possible)
- Assist in resolving any issues that arise involving technical equipment or software within the office
- Provide support for the website

Office Assistant

Office assistants play a vital role in ensuring the smooth operation of the office particularly prior to and during the music festival. The support of the volunteers within the office ensures that all departments flow smoothly throughout the festival. Responsibilities include

- Data entry
- Preparing kits for the volunteer orientation as well as for the events
- Answering the phones
- Photocopying (checklists, programs, host scripts)
- Errands for production
- Ticket counting and prep, will call preparation
- Box office assistance