



## 2016 Volunteer Job Descriptions/Requirements

**\*\*\*ALL VOLUNTEERS ARE REQUIRED TO ATTEND A MANDATORY ORIENTATION SESSION AT THE HOST HOTEL AND REPORT TO VOLUNTEER CHECK-IN AT THE BEGINNING OF EVERY SHIFT\*\*\***

### **BOARD OF DIRECTORS VOTING MONITOR**

Volunteers in this position help to oversee the election process by using lists provided by Folk Music Ontario to ensure that delegates who are voting in elections and other activities are members in good standing. Volunteers are also responsible for answering questions to the best of their knowledge.

### **DROP BOXES MONITOR**

Volunteers in this position supervise the drop boxes and keep people moving if they start congregating. They ensure people submit only a one-page document and a CD, not a full press kit.

### **EXHIBIT HALL MONITOR**

Volunteers in this position assist exhibitors with set-up and tear-down, and are generally present to answer questions.

### **FLOATER**

Volunteers in this position report to Volunteer Check-In at the beginning of their shift, and then spend their shift in the Volunteer Lounge. These volunteers may be asked to perform miscellaneous tasks, or to fill in for any of the other volunteer positions. They are expected to familiarize themselves with the job descriptions and requirements of ALL of the volunteer positions. They report back to Volunteer Check-in when the assigned job or shift ends.

### **INFORMATION DESK MONITOR**

Volunteers in this position provide information to delegates on all aspects of the conference, including hotel layout and directions, panels and workshops, conference schedule, etc. These volunteers should be prepared to educate themselves and have a helpful, friendly demeanour.

### **INSTRUMENT LOCK-UP MONITOR**

Volunteers in this position ensure that appropriate signage is displayed clearly for all artists to see. They ensure each instrument is tagged with the same number for the duration of the conference, even if it is signed in and out several times. They make sure that only the owner of the instrument signs his/her instrument(s) in and out of the room.

### **REGISTRATION DESK**

Registration Desk - Volunteers in this position check in delegates by crossing off each delegate's name on the master list and assisting Ticketpro staff in processing new registrations for those delegates who have not registered in advance of the conference. They hand each delegate his/her badge and a conference program. They process new Folk Music Ontario memberships and renewals. They check in volunteers starting/ending their shifts. Volunteers in this position also remind all delegates about specific information provided by Folk Music Ontario staff (e.g. voting, delegate directory availability, etc.).

**ROOM MONITOR**

Volunteers in this position arrive at the room 15 minutes before the session. They introduce themselves to the moderator/host and assist in room setup as needed (including placement of panelist name cards, etc.) They stand at the event's entrance and ensure entry is available only to registered delegates wearing the appropriate badges/wristbands. They keep doorways clear and ask people who start congregating to move into the showcase room or back to the hallway area. Room monitors use time indicator signs to help end the session. They fill out the session report, including a count of the attendees  $\frac{3}{4}$  of the way through the session. They tidy up room as necessary following the session.

**SHOWCASE ROOM MONITOR**

Volunteers in this position stand at the event's entrance and ensure entry is available only to registered delegates wearing appropriate badges/wristbands. They keep doorway clear and ask people who start congregating, please ask them quietly to move into the showcase room or back to the hallway area.

**SILENT AUCTION MONITOR**

Volunteers in this position assist in the setup, maintenance and tear-down of the Silent Auction displays. They ensure Silent Auction items are not damaged or stolen and assist delegates when placing bids. They answer questions to the best of their knowledge.

**SOUND TECH ASSISTANT**

These volunteers assist the conference Technical Director and all of the sound techs with various duties: showcase load-in, showcase load-out, stage setup, etc.

**VOLUNTEER CHECK-IN**

Volunteers in this position sign in volunteers as they arrive for shifts and provide them with any supplementary information related to their shift. Furthermore, they assign floaters as needed and answer volunteers' questions to the best of their knowledge. The volunteer check-in binder will be available and includes: a volunteer sign-in sheet, a master list of volunteers, a volunteer handbook, individual schedules, and supplemental shift information. Check-in volunteers assist the volunteer coordinator.

**SHUTTLE DRIVER**

Report to Volunteer Check-In to pick up keys, directions, and the location of the vehicle. The Shuttle driver drives artists and delegates to and from the hotel and to various locations. Be prepared for last-minute changes resulting in a longer shift, additional people, locations, delayed flights, etc. Please Note: Familiarity with driving in Ottawa would be a definite asset.

## **SPECIALIZED ROLES**

### **EXPORT DEVELOPMENT PROGRAM MONITOR**

Volunteers' duties in this position are the same as those of Room Monitor (above), with the following specific difference: This position requires a very thorough understanding of the Folk Music Ontario conference schedule, the host hotel's amenities, and the delegation itself. \*\*\*NOTE: If you are selected for this position, it will fulfill your entire volunteer commitment.

### **PRIVATE SHOWCASE ENTRANCE MONITOR**

This shift will occur on Friday and Saturday night, from 9:30pm-1:30am. These volunteers will be responsible for ensuring that EVERYONE on the private showcase floors on Friday and Saturday night has a delegate badge. These volunteers will visit each of the private showcase rooms beginning at 9:30pm, ensuring that all occupants have delegate badges. From 10:00pm-1:30am, one volunteer will be stationed at each entrance to the private showcase floors, and will ensure that every person arriving on the floor has a delegate badge. One volunteer will be given the unclaimed delegate badges to distribute to any already registered delegate arriving at the conference after Registration has closed.

### **PRIVATE SHOWCASE FLOOR MONITOR**

Two volunteers will be needed on each of Friday and Saturday night, from 11:00pm – 3:00am, to patrol and monitor the private showcase floors of the hotel. These volunteers will be responsible for ensuring that any posters on the floors are affixed properly (i.e., with painter's tape ONLY), and that all private showcase artists adhere to the noise policies set out by Folk Music Ontario, and agreed to by each of the private showcase hosts:

**ALL PRIVATE SHOWCASES ARE ACOUSTIC. P.A. systems (including vocal mics!) and drum kits (i.e., ANY drum on a stand) are NOT permitted in Private Showcases. Hand percussion / a hand-held drum with brushes is permitted provided it does not disrupt any other Private Showcases or disturb any other patrons or guests of the Hotel. Electronic keyboards, electric basses and guitar pedal loops may use amplifiers with the sole intent of hearing a signal at the level of the unamplified human voice. The presenter's discretion is required and expected. Volume levels are subject to the discretion of FMO and the Hotel. Their rulings are final in all cases. If the volume level in any Private Showcase room is deemed to be unreasonable, the host and/or artist(s) playing will be given ONE warning to lower volume, and in the event of non-compliance, the room will be SHUT DOWN without recourse.**

### **SILENT AUCTION ASSISTANT**

This volunteer will assist the Silent Auction Coordinator in the weeks leading up to the conference with soliciting and securing donations, and will help oversee the auction during the conference.

\*\*\*NOTE: If you are selected for this position, it will fulfill your entire volunteer commitment.

### **SOCIAL MEDIA COORDINATOR**

Three volunteers (one on Thursday/Sunday, one on Friday and one on Saturday) will be responsible for posting/tweeting regular updates to FMO's Facebook and Twitter accounts. These might include photos and/or videos. The social media volunteers will need to visit as many areas of the conference as possible. We'll be looking for people who have a way with words, and who don't mind being on the go. \*\*\*NOTE: If you are selected for this position, it will fulfill your entire volunteer commitment.