



## 2018 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**

Drop boxes are boxes where artists may leave music and biographical information for house concert presenters, radio station deejays, festival artistic directors, and others who may help to promote their music. 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.

### **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 waiting for assignments. 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, amenities, and directions, panels and workshops, conference schedule, etc. These volunteers should be prepared to educate themselves and have a helpful, friendly demeanour. Fluency in languages other than English is a definite asset.

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

The instrument lock-up room is a safe place for delegates to store their instruments while they attend the conference. 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. Instruments are not to be left in this room overnight; the room is locked up and anything in it is inaccessible after the posted closing time each night of the conference.

**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 their badge and a conference program. They process new Folk Music Ontario memberships and renewals. 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 the 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 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 provide important support to the Volunteer Coordinator. They sign in volunteers as they arrive for shifts and provide them with any supplementary information related to their shift. They help to assign floaters as needed and answer volunteers' questions to the best of their knowledge. The volunteer check-in binder will be available and includes: volunteer sign-in sheets, a master list of volunteers, a volunteer handbook, individual schedules, and supplemental shift information.

## **SPECIALIZED ROLES**

### **DEVELOPING ARTIST PROGRAM VOLUNTEER**

Volunteers will be needed to assist with all aspects of the Developing Artists Program, which takes place over the entire span of the conference. Alumni of the program and those aged 25 and under are specifically invited to apply. \*\*\*NOTE: Volunteers selected for this position will be scheduled and supervised by Developing Artist Program Coordinator Treasa Levasseur.

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

### **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: Volunteers selected for this position will be scheduled and supervised by EDP Coordinator Carolyn Sutherland.

**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 floor(s) on Friday and Saturday night has a delegate badge. These volunteers will visit the private showcase rooms beginning at 9:30pm, ensuring that all occupants have delegate badges. From 10:30pm – 1:30am, one volunteer will be stationed at each entrance to the private showcase floor(s) 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 floor(s) of the hotel. These volunteers will be responsible for ensuring that any posters on the floor(s) 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.**

### **SOCIAL MEDIA VOLUNTEER**

Three volunteers (one on Thursday afternoon and evening/Sunday morning, one on Friday morning-evening, and one on Saturday morning-evening) 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. This position is 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.**