



## **VOLUNTEER POSITIONS:**

### ▶ **Volunteer Coordinator/Dispatch & Assistants**

- Check in Volunteers in the Volunteer Suite
- Provide credential, job descriptions, layout maps, HELP Cards and needed supplies
- Dispatch to assigned areas  
(Ambassadors to venue, Hospitality to Suite 202, Ticket/Receipt Takers to Entry/Exit Gates, Poster Sales to Gazebos)
- Oversee/maintain coffee, water and snacks for Champion Volunteers in Volunteer Suite
- Interact with Festival Receptionist in Hospitality Suite 202 when needing assistance
- Make sure HELP Cards are taken to Festival Receptionist in Hospitality Suite 202 for timely handling
- Make sure Yellow Receipts are taken to Festival Receptionist in Hospitality Suite 202 for timely handling

### ▶ **ARTIST HOSPITALITY**

#### **SUITE 202 (With IWAF Receptionist)**

#### **Hospitality Assistants**

Willing and able to make coffee, cut fruit, vegetables, breads, put out snacks and keep area tidy.

Point person: Festival Receptionist in same room.

### ▶ **ARTIST AMBASSADORS**

Volunteer Coordinator/Dispatcher will make the area assignment according to the festival map and the number of Ambassadors available per shifts determined. Volunteer will be called on cell phone to go to artist booth as needed.

### ▶ **POSTER SALES & INFORMATION BOOTH**

**Money handling experience a must: Sales recording, cash, check and credit card transactions.**

Briefing ½ hour before shift

### ▶ **GATE ATTENDANTS**

Ticket Takers at Entry/Exit

Receipt Takers at Entry/Exit