

2022 HAMILTON FRINGE FESTIVAL

VOLUNTEER ROLES AND DESCRIPTIONS

Festival Dates: July 20-31, 2022

PRE-FESTIVAL OUTREACH

- Postering Volunteers
- Outreach Events Volunteers

FRONT OF HOUSE

- Ushers
- Box Office Assistants

FRINGE CLUB

- Fringe Club Setup/Teardown Crew
- Artist Liaison/Production Assistant
- Marketplace Assistants
- Patio Assistants
- Info Ambassadors/Main Box Office Assistants
- Bartenders (honorarium: \$15/hr + tips)

OTHER VOLUNTEER ROLES

- Kids Club Camp Volunteers
- Spark Teen Intensive Volunteers

PRE-FESTIVAL OUTREACH

POSTERING VOLUNTEERS

- Traveling to local businesses, shops and poster kiosks around the region and hanging posters.
- Confirming with shop staff if/where we can hang festival posters onsite.
- Recording poster locations for reference.

OUTREACH EVENT VOLUNTEERS

- Attending local events and festivals on behalf of Hamilton Fringe.
- Acting as information ambassador to event attendees.
- Leading volunteer recruitment and sign-ups.
- Handing out programs.
- Handling merchandise sales.

FRONT OF HOUSE

USHERS

- Greeting patrons at the venue.
- Addressing the line-up with a pre-scripted welcome speech to communicate important info and to encourage donations at the door.
- Guiding patrons to their seats as required.
- Handing out show playbills.
- Checking in patrons using box office software on android devices.
- Lead high-touch surface sanitization between performances.
- Sitting in on performances to ensure audience health & safety and to ensure proper emergency procedures are followed if necessary.

BOX OFFICE ASSISTANTS

- Daily on-site set-up of Box Office at the venue.
- Prepping, handling, and reconciling cash float.
- Handling At-The-Door ticket sales through our online box office portal.
- Lead high-touch surface sanitization before, between, and after performances.
- Sitting in on performances to ensure audience health & safety and to ensure proper emergency procedures are followed if necessary.

FRINGE CLUB @ JOHN REBECCA PARK

ARTIST LIAISON / PRODUCTION ASSISTANT

- Communicate with artists and staff prior to Fringe Club events and Fringe All-Access shows via text message and phone.
- Be available to answer artist questions related to artist appearances and the event/performance format (e.g. on Fringe Club main stage or at another location throughout John Rebecca Park).
- Escalate urgent issues to senior staff/Fringe Club Coordinator via online messaging and/or in-person onsite.
- Must have cell phone data.
- Other Stage Management tasks as required.

INFORMATION AMBASSADOR / MAIN BOX OFFICE ASSISTANTS

- Answer questions about programming.
- Distribute festival programs.
- Set up merchandise display.
- Setting up Main Box Office at Fringe Club.
- Prepping, handling, and reconciling cash float.
- Handling ticket, merch, and other sales through our online box office portal.
- Support Box Office Staff in any necessary tasks.

MARKETPLACE ASSISTANTS

- Help food vendors/exhibitors load in/out.
- Distribute welcome packages for exhibitors.
- Maintain a clean and safe exhibitor environment (regular sanitization).
- Direct exhibitors to designated areas.
- Communicate with exhibitors and on-site staff to keep on schedule.

PATIO ASSISTANT

- Set up various patio layouts depending on programming.
- Support with technical setup of sound equipment and tear down.
- Usher patrons to designated tables.
- Lead cleaning and sanitization efforts.
- Support Bar Staff during busy times in any necessary task (note: must have SmartServe to assist behind the bar or touch any alcohol products).

SETUP & TEARDOWN CREW

- Help with setup and teardown of patio furniture and other Fringe Club assets.
- Some heavy lifting required.

BARTENDERS (\$15/hr + tips)

- SmartServe certification required.
- Confidently enacting SmartServe best practices (ex. checking IDs, refusing service to intoxicated patrons, etc.)
- Attend to customers who approach the Licensed Fringe Club Patio Bar.
- Take drink and snack orders in a knowledgeable manner.
- Process cash/debit/credit payments.
- Maintain a clean and safe bar environment (regular sanitization).
- Promote a positive and welcoming atmosphere for all patrons being served.

- Complete daily reconciliations.
- Inventory maintenance and reporting.
- Some heavy lifting required.

OTHER VOLUNTEER ROLES

KIDS CLUB CAMP VOLUNTEERS

- Assist in setting up Kids Camp tables, chairs and activity areas based on programming for the day.
- Prepare and serve Kids Club Camp daily snacks.
- Assist in camper check-in / check-out station.
- Support overall Kids Camp day-to-day programming and activities.
- Promote a positive and welcoming atmosphere for all Kids Club Camp attendees.
- Up-to-date Vulnerable Sector police check required.

SPARK TEEN INTENSIVE VOLUNTEERS

- Assist in setting up and taking down Spark programming spaces.
- Facilitate Spark attendee check-in and check-out.
- Direct Spark students to designated areas.
- Provide general assistance for daily tasks that may arise.
- Up-to-date Vulnerable Sector police check required.