



2024 FROST BITES VOLUNTEER ROLES AND DESCRIPTIONS

Festival Dates: February 13-18, 2024

Venue: Bernie Morelli Recreation Centre (876 Cannon Street East)

Volunteer positions include:

- Poster Distribution
- Event Assistant
- Production/Tech Assistant
- Greeter/Info Desk
- Social Media Assistant

POSTER DISTRIBUTION

- 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.

EVENT ASSISTANT

- Help with setup/teardown of event spaces, including signage.
- Set up various room layouts depending on programming.
- Welcome patrons to events/event spaces.
- Help guide patrons to correct rooms, or designated spaces within common areas.
- Maintain a clean and safe event environment (regular sanitization).
- Support workshop leaders by sourcing additional supplies/materials/room assets, as directed by Frost Bites Staff.
- Help food vendors/exhibitors load in/out, as directed by Production Manager.
- Communicate with exhibitors and on-site staff to keep on schedule.
- Direct artists/vendors/workshop leaders etc to the appropriate senior staff, if information is unknown to you.
- Some heavy lifting required.
- Help artists load in/out, as directed by Production Manager.
- Support with technical setup of sound equipment and tear down, as directed by Production Manager.
- For OUTDOOR events at BERNIE MORELLI, remind patrons of required safety messaging re: skating rink.



PRODUCTION/TECH ASSISTANT

- Monitor and maintain daily schedule, paying close attention to room usage in each venue.
- Help artists/exhibitors load in/out.
- Support with technical setup of sound and lighting equipment and tear down.
- Phone artists who are not on-site when expected, as directed by Production Manager.
- Additional basic Stage Management tasks, as required.
- Some heavy lifting required.

GREETER/INFO DESK

- Greeting patrons at the venue.
- Answer questions about programming.
- Answer questions about the venue, in terms of Frost Bites usage (location of events, washrooms, food, requests from the venue, etc).
- Distribute festival programs.
- Help with setup/teardown of Info Desk, including signage.
- Support Event Assistants as directed by Frost Bites Staff.

SOCIAL MEDIA ASSISTANT

- Attend events as directed by Communications Manager.
- Photograph workshop participants and leaders.
- Collect signatures on Media Release/Consent forms.
- Assist Communication Manager in collecting testimonials on site, other tasks as required.