



2026 FROST BITES

VOLUNTEER ROLES AND DESCRIPTIONS

Festival Dates: February 27-Mar 1, 2026 (Venues A & B); March 6-8, 2026 (Venue C)

- **Venue A:** Bernie Morelli Recreation Centre (876 Cannon St E, at Gage St N)
- **Venue B:** Theatre Aquarius (190 King William St, at Ferguson Ave N)
- **Venue C:** The Staircase (27 Dundurn St N, at Hwy 8)

Volunteer positions include:

- Poster Distribution
- Event Assistant
- Production/Tech Assistant
- Fundraising Assistant
- Greeter/Info Desk
- Social Media Assistant
- Usher/Box Office 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.
- Other tasks as needed.

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 .
- Track event attendance accurately.
- Support artists and vendors by setting up event spaces as directed by Frost Bites Staff.
- Help Frost Bites artists and vendors load in and out as requested by staff.
- Communicate with artists and vendors as requested by staff.
- Direct artists and vendors to the senior staff as needed.
- Some heavy lifting may be required.



- For OUTDOOR events at BERNIE MORELLI, remind patrons of required safety messaging re: skating rink.
- Optional: OUTDOOR ON-ICE MONITOR (must know how to skate and provide your own skates and safety equipment; skate at your own risk).
- Other tasks as needed.

PRODUCTION/TECH ASSISTANT

- Support Production Manager in making sure events in your venue begin and end on schedule.
- Help artists/vendors load in/out.
- Support with technical setup and tear down of sound and lighting equipment.
- Phone artists who are not on-site when expected as directed by Staff.
- Additional basic production or stage management tasks, as required.
- Some heavy lifting may be required.
- Other tasks as needed.

GREETER/INFO DESK

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

SOCIAL MEDIA ASSISTANT

- Attend events as directed by the Communications Manager.
- Photograph artists and vendors.
- Collect signatures on Media Consent forms.
- Assist Communication Manager in collecting participant testimonials on site.
- Distributing audience surveys post-event (paper copies, QR code signage).
- Other tasks as required.



USHER/BOX OFFICE ASSISTANT

- Welcome patrons to Frost Bites events and/event spaces.
- Help with setup/teardown of event spaces, including signage and tidying up after audiences.
- Set up various room layouts/audience seating (ie. moving tables, chairs into position) as instructed.
- Sell tickets as needed (with supervision; training provided).
- Direct patrons to performance/event spaces.
- Complete an usher report and track attendance accurately.
- Supervise theatre events and/or lobby, as needed.
- Some heavy lifting may be required (ex. moving tables, chairs).
- Other tasks as needed.

FUNDRAISING ASSISTANT

- Help with setup/teardown fundraising sales displays, including signage.
- Maintain and manage inventory counts and restocking of merch sales items.
- Sell 50/50 raffle tickets and merch items (with supervision; training provided).
- Oversee pre-sold merch sales items pick-ups.
- Other tasks as needed.