



January 15, 2016

The 47th annual New Orleans Jazz and Heritage Festival is already quickly approaching. Last year's Festival was yet another successful celebration of all things New Orleans. Of course, it couldn't have happened without the tireless efforts of our dedicated volunteers! Here at our production office we are already hard at work getting ready for the 2016 festival, and we hope to have you with us this year as a volunteer. Our pre-festival volunteer opportunities start the first week of April and continue during the event from **April 22nd-24th, April 28th-30th, and May 1st**.

By participating in the program you will not only get to be part of the festival, but also be rewarded by participating in an event that gives back to our community in New Orleans. Profits generated from the festival are used throughout the community to implement many programs and service initiatives underwritten by the New Orleans Jazz & Heritage Festival and Foundation, Inc. Volunteering with Jazz Fest helps to support the continuation of these valuable programs within the community. More information on these programs can be found at <http://www.jazzandheritage.org/>.

To apply, please complete the 2016 Volunteer Application online at www.nojazzfest.com/volunteer, OR return a completed 2016 Volunteer Application to the Volunteer Office by fax or mail by **February 29th 2016**. All potential volunteers must submit a current application in order to be considered as a volunteer for this year's festival.

For additional information, please refer to www.nojazzfest.com/volunteer, or contact us at 504-410-6129 or volunteers@nojazzfest.com. We look forward to working with you at this year's fest!

Sincerely,

Jessie Baldwin

Volunteer Program Coordinator
New Orleans Jazz and Heritage Festival presented by Shell
336 Camp St
Suite 250
New Orleans LA 70130
Phone 504 410 6129
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2016 Volunteer Program Guidelines

Please read the following information carefully. This packet provides data pertinent to your successful participation in the Volunteer Program.



REQUIREMENTS

- Be at least 18 years of age
- Submit an Application form by February 29, 2016
- Agree to a Criminal History Background Check
- Volunteer at least 15 hours

PERKS OF THE PROGRAM

- Enter the Festival for **free** on the event days that you volunteer
- Receive a **Festival T Shirt** and **Volunteer Gift** after completing your 15 hour commitment
- Close out the 2016 Festival Season at the **Volunteer Appreciation Party** on May 14

HOW TO BECOME A VOLUNTEER

- Submit an application online at www.nojazzfest.com/volunteer. You will receive a confirmation email if your application is submitted correctly, so if you did not receive a confirmation email resubmit your application or call our office.
- Wait for your scheduling phone call. One of our staff members will call you to set up a schedule based on our needs and the availability you indicated on your application. If you miss our phone call, return our call as soon as you can! Positions are filled as we make calls. Scheduling calls begin the first week of March and continue through the end of the March. Please be patient – we have a lot of volunteers to schedule!
- Double check your schedule when you receive it in your email. Let us know immediately if you see a problem.
- Attend Volunteer Orientation on Saturday April 16, 2016 at 12pm.

VOLUNTEER CODE OF CONDUCT

Failure to follow any of the program rules is grounds for expulsion from the volunteer program.

- Check-in at the Volunteer Trailer at the Belfort St. entrance before reporting to your shift and check-out at the Volunteer Trailer after you have completed your shift. **Your signed volunteer slip MUST be returned after each shift.**
- Wear your volunteer badge while on duty and **ONLY** while on duty.
- Remain on duty until the end of your shift. Check-out with your supervisor before leaving your post.
- Use of alcohol or controlled substances before or while on duty is **NOT** allowed. Any volunteer suspected of using or being under the influence of drugs or alcohol while on duty will be removed from the Volunteer Program.
- Children, friends, family members, and/or pets may **NOT** accompany you on your volunteer shift.
- Harassment is **NOT** allowed. It is not permissible to harass others on the basis of their gender, age, race, color, national origin, religion, marital status, citizenship, disability, sexual orientation, or other personal characteristics.
- Volunteers must comply with all security-related instructions.
- No one is allowed to set up or reserve areas in front of stages before the public gates open at 11am. Volunteers must adhere to the same prohibition list as the general public.

THINGS TO KEEP IN MIND

- Many positions are outdoors and require traversing the Fair Grounds. Even indoor positions require volunteers to navigate from the gate to the Volunteer Trailer, and to the location of their assignments. Dress comfortably and appropriately. Comfortable clothes, shoes (preferably closed-toe), sunscreen, hats, and rain gear are encouraged. Provocative, revealing, or offensive attire while on duty is not appropriate.
- Food is not provided to volunteers so bring snacks or expect to purchase food. There will be water in jugs at the volunteer trailer. It is recommended you bring a bottle to fill up.
- During the Festival portable restroom facilities will be available for volunteer use.
- Bags and backpacks may be no larger than 12" x 10" x 17". Storage space for personal items is not available.



2016 Volunteer Opportunities

To help you choose assignments that best fit you, the following icons have been added to descriptions

-Physically Demanding -Computer Skills -Outdoor Work -Clerical duties
 -Public Interaction -Messy Work (i.e.: painting)



Keep in Mind:

- All jobs may include the above activities and/or skills. Icons only added where the particular skill or activity is essential to the job duties.
- Jobs, shift times, and duties are subject to change. Schedules are assigned based on availability, flexibility, date of application submission, and being in good standing with the volunteer department. Please contact the Volunteer Office if you need any further information.

ACCESS PROGRAM

FIELD SUPPORT

Location: Fair Grounds— Horseman's Cafeteria

Dates: April 20 and 21

Shifts: 1pm-4pm

Description: Assist Access Program staff with installation and tear down of Accessible areas, amenities, signs, and chair-backs in tents. This is an active position that requires some lifting, bending, walking, etc. Must wear close toed shoes. Bring water and sunscreen.

Vols per shift: 2

SIGN ASSISTANT

Location: Fair Grounds— Horseman's Cafeteria

Dates: April 21

Shifts: 2pm-6pm

Description: Assist with producing and installing vinyl lettered signs. This is an active position that requires some light lifting.

Vols per shift: 2

ADMIN AND FIELD HELPER

Location: Fair Grounds— Horseman's Cafeteria

Dates: April 20 and 21

Shifts: 10am-2pm

Description: Assist in the office as needed, plus be willing to go out into the field should some on site help be requested.

Vols per shift: 2

ACCESS CENTER AMBASSADOR

Location: Fair Grounds – Access Center

Dates: April 22-24, April 28-30, and May 1

Shifts: 10am-3pm, 2pm-7pm

Description: Provide information and directions to festival goers. Give code to those eligible to use Access bathrooms. Provide general support and assist ushers in keeping tent aisles clear.

Vols per shift: 5

ACCESSIBLE PATHWAY CLEANERS

Location: Fair Grounds – Access Center

Dates: April 22-24, April 28-30, and May 1

Shifts: 9:30am-12:30pm, 12:30pm-3:30pm, 3pm-6pm

Description: Work with a volunteer team to clear the Festival's accessible Porta Paths located around the dirt track. Help ensure only Access patrons use the Access restrooms. This is a physically demanding and dirty job. Volunteers need to be very diligent and able to work around crowds of people.

Vols per shift: 5

ACCESS PROGRAM

ACCESS SHUTTLE ASSISTANCE TEAM

Location: Fair Grounds – Access Center

Dates: April 22-24, April 28-30, and May 1

Shifts: 5pm-8pm

Description: Escort Access patrons through the shuttle line. Volunteers must be friendly and willing to do a lot of walking.

Vols per shift: 3

ACCESS TENT USHER

Location: Fair Grounds – Access Center

Dates: April 22-24, April 28-30, and May 1

Shifts: 3pm-7pm

Description: Assist staff ushers with keeping pathways clear and directing people with disabilities to accessible seating. Also controlling crowds during performances as needed in various music tents.

Vols per shift: Weekdays-10, Weekends-16

ASL INTERPRETER

Location: Fair Grounds – Access Center

Dates: April 22-24, April 28-30, and May 1

Shifts: 11am-3pm, 3pm-7pm

Description: Work with ASL team assisting in the field (not actually signing with them) or in the Access Center disseminating applicable Access Program information to people who are deaf and hard of hearing. Must be pro-active, diplomatic, and committed. Must have a working knowledge of American Sign Language.

Vols per shift: 1

PLATFORM GREETER

Location: Fair Grounds – Access Center

Dates: April 22-24, April 28-30, and May 1

Shifts: 10:30am-3pm, 2:30pm-7pm

Description: Assist in guiding Access patrons onto the Access platforms and help get them situated. Help patrons with what they may need in this area. Keep track of the number of people in the area on an hourly basis. This position is in the sun all day.

Vols per shift: 1st Shift- 6, 2nd Shift-10

ACCESS CROSSING USHER

Location: Sauvage and Blues Crossing

Dates: April 22-24, April 28-30, and May 1

Shifts: 11am-3pm, 3pm-7pm

Description: Assist people in wheelchairs by clearing space in front of them at the crossings so they can get enough momentum to get up the slope and cross easily. If they are alone, the volunteer may ask if they need assistance to get over the hill.

Vols per shift: 3

BIG CHIEF

DÉCOR ASSISTANT 🧑🏻‍🔧

Location: Fair Grounds

Dates: April 15 and April 18

Shifts: April 15– 9am-1pm, April 18– 9am-1pm, 1pm-5pm

Description: Assist staff in setting up and installing art and décor in the Big Chief Lounge. Must be comfortable climbing a ladder.

Vols per shift: 1

BIG CHIEF ASSISTANT 🧑🏻‍🔧

Location: Fair Grounds – Derby Building

Dates: April 22-24, April 28-30, and May 1

Shifts: 11am-3pm, 2pm-6pm

Description: Assist ushers at Big Chief stages, viewing stands, and hospitality areas with greeting and assisting patrons and keeping areas clean.

Vols per shift: 10

CONCESSIONS

CD TENT SET UP

Location: Fair Grounds – CD Tent

Dates: April 7-8, 18-21

Shifts: 9:30am-12:30pm, 1:30pm-5pm

Description: Help label CDs and set up the CD tent.

Vols per shift: 2

CD BOOTH SALES ASSISTANT 🧑🏻‍🔧

Location: Fair Grounds – CD Tent

Dates: April 22-24, April 28-30, and May 1

Shifts: 11am-3pm, 3pm-7pm

Description: Assist with music and other product sales. Duties may include, but are not limited to, restocking products, organizing products, and greeting customers.

Vols per shift: 10

CONGO SQUARE

FIELD SUPPORT 🧑🏻‍🔧 ☀️ [Messy]

Location: Fair Grounds – Congo Square

Dates: April 14-15, 18-24, 27-30, May 1

Shifts: Non-Event Days – 10am-1:30pm, 1:30pm-5pm

Event Days – 7am-11am, 11am-3pm, 4pm-7pm

Sunday Event Days – 7am-11am, 12pm-4pm, 5pm-9pm

Description: Pre fest: set-up/tear down, loading/unloading, moving, lifting, table and chair distribution, light construction, painting, etc. During event: assist vendors and festival personnel with tent and booth set-up/tear down, booth-sit, breaks, and other duties.

Vols per shift: Pre- Fest- 2-4, Event Dates- 7

INFO BOOTH 🧑🏻‍🔧 ☀️

Location: Fair Grounds – Congo Square

Dates: April 22-24, April 28-30, May 1

Shifts: 10:30am-1:30pm, 1:15pm-4:15pm, 4pm-7pm

Description: Assist fair-goers with directions, questions, etc. Must be knowledgeable of the Festival and New Orleans. Must enjoy communicating with the public and have good interpersonal skills. Multilingual helpful.

Vols per shift: 4

CONGO SQUARE

SANKORE PAVILION ASSISTANT 🧑🏻‍🔧 ☀️

Location: Fair Grounds – Sankore Pavilion

Dates: April 22-24, April 28-30, May 1

Shifts: 9am-12pm, 12pm-4pm, 4pm-8pm

Description: Monitor the Pavilion; guard the exhibits and help with crowd control.

Vols per shift: 5

CONSTRUCTION

FIELD SUPPORT 🧑🏻‍🔧 ☀️ [Messy]

Location: Fair Grounds – Barn 11

Dates: April 4-8, 11-15, 18-21

Shifts: 8am-12pm, 1pm-5pm

Description: Some physical labor including, but not limited to, set-up/tear down, loading and unloading, moving, lifting, table and chair distribution, light construction, painting, etc.

Vols per shift: 15

FIRE EXTINGUISHER INSTALLATION 🧑🏻‍🔧

Location: Fair Grounds – Barn 11

Dates: April 18-21

Shifts: 8am-12pm, 1pm-5pm

Description: Assist staff in installing fire extinguishers. Some lifting and holding extinguishers involved.

Vols per shift: 1

PAINTER [Messy] ☀️

Location: Fair Grounds – Barn 11

Dates: April 6-8, 11-15, 18-21

Shifts: 8am-12pm, 1pm-5pm

Description: Use rollers, brushes, etc. to paint plywood, stairs, and general equipment.

Vols per shift: 10

PLUMBER'S ASSISTANT 🧑🏻‍🔧

Location: Fair Grounds – Barn 11

Dates: April 13-15, 18-21

Shifts: 8am-12pm, 1pm-5pm

Description: Shadow plumber and answer radio calls and take notes while plumber is working. A volunteer able to commit to multiple shifts is preferred.

Vols per shift: 1

ELECTRICIAN HELPER 🧑🏻‍🔧

Location: Fair Grounds – Tote Board

Dates: April 21-24, April 28-30 and May 1

Shifts: 8:30am-12pm, 1pm-4pm

Description: Assist Electrician with installation duties including pulling parts from the tote board and delivering them on foot to various locations on the grounds in a timely manner. Must have some general knowledge of electricity and materials used. Must be able to lift 75lbs.

Vols per shift: 2

CONSTRUCTION

TENT CHAIR RECOVERY

Location: Fair Grounds
Dates: April 22-24, April 28-30, and May 1
Shifts: 8:30am-11am

Description: Realign and dust chairs in the tent areas on each morning of the event. Must be able to lift 25 pounds.

Vols per shift: 10

Special Note: Due to the short length of this shift volunteers will not be assigned this position every day of the Festival.

RECYCLING TEAM

Location: Fair Grounds
Dates: April 22-24, April 28-30, and May 1
Shifts: 11am-3pm, 3pm-7pm

Description: Monitor recycling stations to ensure festival-goers throw recyclables in the proper bins. This is a stationary position and volunteers can bring a chair.

Vols per shift: 12

CONTEMPORARY CRAFTS

TENT INSPECTORS

Location: Fair Grounds – Heritage Square
Dates: April 18
Shifts: 9am-1pm

Description: Open all tent flaps on artist tents in Contemporary Crafts and Louisiana Marketplace and check for any issues in the tent structure. Tent flaps may be heavy.

Vols per shift: 6

INFO BOOTH SET-UP

Location: Fair Grounds – Heritage Square
Dates: April 20
Shifts: 1pm-5pm

Description: Help set-up and paint the info booth. Light lifting is required.

Vols per shift: 2

INFO BOOTH ASSISTANT

Location: Fair Grounds – Heritage Square
Dates: April 22-24, April 28-30, and May 1
Shifts: 10:30am-2:30pm, 2:30pm-7pm

Description: Assist fair-goers at the info booth with directions and questions. May be needed to distribute information or notices to the artists or sit in artist's booths if they are alone and need a 15 minute break. Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past. Volunteers are requested not to eat or drink in the booths.

Vols per shift: 2

FIELD SUPPORT

Location: Fair Grounds – Heritage Square
Dates: April 11-15, 18-24, 28-30, May 1
Shifts: Non-Event Days – 9am-1pm, 1pm-5pm
Event Days – 7am-11am, 11am-3pm, 2:30pm-6:30pm, 6pm-9pm

Description: Assist with set-up and tear down, loading and unloading, opening and closing tent flaps, table and chair distribution, light construction, painting, etc. During the event also assist with booth-sitting. Volunteers are requested not to eat or drink in the booths.

Vols per shift: Pre- Fest- 2,

Event Dates- 1st shift-12, 2nd shift -2, 3rd & 4th shift-5

CULTURAL EXCHANGE PAVILION

FIELD SUPPORT

Location: Fair Grounds – Cultural Exchange Pavilion
Dates: April 20-21
Shifts: 9am-12pm, 2pm-5pm

Description: Assist with the set up of the Cultural Exchange Pavilion. May include light construction, painting, and handling tools.

Vols per shift: 2

DEMONSTRATOR SUPPORT

Location: Fair Grounds – Cultural Exchange Pavilion
Dates: April 21-24, April 28-30, and May 1
Shifts: 11am-3pm, 3pm-6pm

Description: Assist CEP Staff with demonstrator needs. Distribute water, food, and refill supplies. Assist with communication with the public as needed.

Vols per shift: 3

BACKSTAGE SUPPORT

Location: Fair Grounds – Cultural Exchange Pavilion
Dates: April 22-24, April 28-30, and May 1
Shifts: 11am-3pm, 3pm-6pm

Description: Assist Cultural Exchange Pavilion backstage staff in getting program started on time. Assist with band gear transportation and band escorting as needed.

Vols per shift: 1

HOSPITALITY ASSISTANT

Location: Fair Grounds – Cultural Exchange Pavilion
Dates: April 22-24, April 28-30, and May 1
Shifts: 10am-1pm, 1pm-4pm, 4pm-7pm

Description: Help prepare hospitality area for Cultural Exchange Pavilion demonstrators and performers. Assist in keeping area clean and supplies stocked.

Vols per shift: 1

FAIR OPERATIONS

MEDICAL & SAFETY ASSISTANT

Location: Fair Grounds
Dates: April 20-24, April 28-30, and May 1
Shifts: Non Event Days – 9am-1pm, Event Days – 8am-12pm

Description: Assist medical & safety staff in identifying hazards around site. Must be willing to work outside & do some light lifting.

Vols per shift: 2

FIRST AID ASSISTANT

Location: Fair Grounds – First Aid Tent
Dates: April 22-24, April 28-30, and May 1
Shifts: 10:30am-2pm, 1:30pm-4:30pm, 4pm-7pm

Description: Assist in greeting & checking-in patients. Help medical staff keep tent orderly, distribute bandages, and run errands.

Vols per shift: 4

FIELD TRAFFIC MONITOR

Location: Fair Grounds
Dates: April 22-24, April 28-30, and May 1
Shifts: 6:30am-10:30am

Description: Guide traffic flow for vendors & service vehicles onto and off of the infield. Requires prolonged standing in all weather conditions.

Vols per shift: 35

FAIR PRODUCTION

INFORMATION BOOK & OFFICE ASSISTANT

Location: Fair Grounds

Dates: April 11-15

Shifts: 1pm-4pm

Description: Assist Director of Presentations and Information with assembling information books and with general office duties.

Vols per shift: 1

INFO BOOTH I

Location: Fair Grounds – Info Booth I; Near Gentilly

Dates: April 22-24, April 28-30, and May 1

Shifts: 10:30am-2:30pm, 2pm-5pm, 4:30pm-7:30pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed.

Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

INFO BOOTH II

Location: Fair Grounds – Info Booth II, Savauge Crossing

Dates: April 22-24, April 28-30, and May 1

Shifts: 10:30am-2:30pm, 2pm-5pm, 4:30pm-7:30pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed.

Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

INFO BOOTH III

Location: Fair Grounds – Info Booth III; Grandstand

Dates: April 22-24, April 28-30, and May 1

Shifts: 10:30am-2:30pm, 2:30pm-6pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed.

Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

INFO BOOTH AT LOST KIDS

Location: Fair Grounds – Info Booth at Lost Kids

Dates: April 22-24, April 28-30, and May 1

Shifts: 10:30am-2:30pm, 2pm-5pm, 4:30pm-7:30pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed.

Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

PHOTOGRAPHER

Location: Fair Grounds

Dates: April 19-24, April 28-30, May 1

Shifts: Non Event Days – 2pm-6pm

Event Days – 11am-3pm, 3pm-7pm

Description: Make photographic record of the building of the Festival, the event, and the break-down. Samples of work may be requested. All photos will be downloaded at the end of each shift. All photos are property of the Festival.

Vols per shift: 2

FAIR PRODUCTION

OFFICE AIDE

Location: Fair Grounds – Dorm

Dates: April 4-8, 11-15, 18-24, 27-30, May 1

Shifts: Non Event Days – 12pm-4pm,

Event Days – 10am-2pm, 2pm-6pm

Description: Assist Fair Staff with general office duties including answering telephones, data entry, copying, faxing, filing, etc.

Vols per shift: 1

FINANCE

OFFICE ASSISTANT

Location: Finance office

Dates: Monday, Wednesday, & Friday April 11-20, May 2-6

Shifts: 10am-2pm

Description: Assist Fair Finance Director with office duties including, but not limited to, filing, scanning, and sorting paper work.

Vols per shift: 1

FOLKLIFE

FIELD SUPPORT

Location: Fair Grounds – Folk Life Info Booth

Dates: April 19-24, April 28-30, May 1

Shifts: Non-Event Days – 2pm-5pm

Event Days – 7:30am-11:15am

Description: On non-event days, assist with set-up, tear-down, loading and unloading, light construction with power tools, table and chair distribution, and painting. On event days, roll up tent flaps, set out breakfast for artists, water plants, straighten up the area, and prepare the info booth.

Vols per shift: Pre- Fest- 2, Event Dates-4

INFO BOOTH ASSISTANT & FOLK DEMONSTRATOR SUPPORT



Location: Fair Grounds – Folk Life Info Booth

Dates: April 22-24, April 28-30, and May 1

Shifts: 11:15am-3:15pm, 3:15pm-7:15pm

Description: Assist festival goers with directions and questions. Should be knowledgeable of the Festival and New Orleans and able to work in a fast paced environment. Help Staff, vendors, and Folk Demonstrators in tents. Must be able to lift 20-30 lbs and be fast on your feet.

Vols per shift: 1st Shift-4, 2nd Shift-8

TEAR DOWN ASSISTANT

Location: Fair Grounds – Folk Life Info Booth

Dates: May 2-3

Shifts: 10:30am-1:30pm, 1:30pm-5:30pm

Description: Assist Folklife Village Department in the tearing down and packing up of the area. Must have the ability to lift and get hands dirty.

Vols per shift: 3

FOOD

LUNCH ASSISTANT

Location: Fair Grounds – Horseman's Cafeteria

Dates: April 4-8, 11-15, 18-21, 25 & 27, May 2-6

Shifts: 11:30am-1:30pm

Description: Assist staff caterer, issue lunch tickets, post menus, & pour drinks. Must be neat in appearance & wear closed toed shoes.

Vols per shift: 2

FOOD

FOOD MONITOR ASSISTANT ☀️

Location: Fair Grounds

Dates: April 22-24, April 28-30, and May 1

Shifts: 11am-3pm, 3pm-7pm

Description: Assist food monitor with checking food temperatures, refrigerator trucks, grease barrel usage, and cleanliness. Restaurant or food safety experience preferred.

Vols per shift: 2

KOOLER KREWE 🍹☀️ [Messy]

Location: Fair Grounds – Barn 14

Dates: April 21, May 2

Shifts: 8am-12pm, 1pm-5pm

Description: Assist with inventory, cleaning, and distribution of ice chests. This is a physically demanding and sometimes dirty job. Heavy lifting required.

Vols per shift: 2

STAGE SUPPORT - FOOD HERITAGE STAGE 🍹

Location: Fair Grounds – Grandstand, Food Heritage Stage

Dates: April 22-24, April 28-30, and May 1

Shifts: 10am-1:45pm, 1:30pm-5pm

Description: Escort presenters to and from the stage area. Assist with cleaning up area, setting-up and tearing down demonstrations, and serving samples. Position requires moderate lifting, walking rapidly, cleaning up, and the ability to work outside.

Vols per shift: 3

STAGE SUPPORT - CAJUN CABIN 🍹☀️

Location: Fair Grounds – Cajun Cabin Stage

Dates: April 22-24, April 28-30, and May 1

Shifts: 11am-2pm, 1:45pm-5pm

Description: Assist with set-up and tear down of cooking demonstrations. Serve samples to spectators. Position requires moderate lifting, walking rapidly, cleaning up, and the ability to work outside.

Vols per shift: 2

GRANDSTAND

INSTALLATION ASSISTANT 🍹

Location: Fair Grounds – Grandstand

Dates: April 12-15, 18-21

Shifts: 1pm-4pm

Description: Help paint and arrange flats, tables, chairs, etc. for Grandstand exhibit. Help place signage, assemble props, painting etc. Some light lifting required, and experience with tools or previous construction is a plus.

Vols per shift: 2

AMBASSADOR 🗣️

Location: Fair Grounds – Grandstand

Dates: April 22-24, April 28-30, and May 1

Shifts: 11:30am-2:30pm, 2pm-6pm

Description: Assist Grandstand exhibit staff with crowd control, helping patrons with directions, keeping area tidy, guarding exhibits, and mopping on rainy days.

Vols per shift: 1st shift -2, 2nd shift-3

GRANDSTAND

FIELD SUPPORT 🍹

Location: Fair Grounds – Grandstand

Dates: May 2

Shifts: 2pm-5pm

Description: Help with breakdown of the Grandstand.

Vols per shift: 2

KIDS DAY

TOUR ASSISTANT ☀️

Location: Fair Grounds – Congo Square Stage

Dates: April 28

Shifts: 7:30am-11am, 11:45am-2pm

Description: For the Kids Day event school children are bused in from schools all over the city to tour the festival. Tour Assistants are needed to assist chaperones in guiding the kids to and from the bus and to the different tents where activities are held.

Vols per shift: 10

KIDS

FIELD SUPPORT 🍹☀️🗣️ [Messy]

Location: Fair Grounds – Kids Activity Tent

Dates: April 15, 18-24, 28-30, May 1-2

Shifts: Pre-Event – 11am-2pm

Event – 10:30am-2:30pm, 2:30pm-6:30pm

April 28: 9am-1pm, May 1: 6pm-8pm

Description: On non-event days assist with loading and unloading, table and chair distribution, decorating, painting, and sorting activity supplies. Can be physically demanding. During the event assist vendors, artists, and Festival staff with activities in the Kids area.

Vols per shift: Pre-Fest- 1-2, Event Dates- 7

LOGISTICS

BARRICADE & KEY ASSISTANT 🍹☀️

Location: Fair Grounds – Barn 11

Dates: April 18-21

Shifts: 1pm-5pm

Description: Some physical labor including, but not limited to, installing & removing locks on trailers, cutting keys, installing barricades, tracking barcodes and key inventory. Work is outside.

Vols per shift: 4

MUSIC

PACKET ASSISTANT 📁

Location: Fair Grounds – Dorm

Dates: April 11-15, 18-21, 25-27

Shifts: Pre Fest – 11am-2pm, 2pm-5pm, April 25-27 – 12pm-4pm

Description: Assist with preparation and assembly of artist and crew packets. Greet artists at the packet tent and relay information to the packet office. May be asked to answer the phone.

Vols per shift: 1

WILL CALL ASSISTANT 📁

Location: Fair Grounds – Dorm

Dates: April 19-21

Shifts: 2pm-6pm

Description: Stamp, count, and deliver passes for Will Call.

Vols per shift: 1

MUSIC

TALENT HOSPITALITY ASSISTANT

Location: Fair Grounds – Horseman's Cafeteria

Dates: April 15, 18, & 21

Shifts: April 15 & 21 – 2pm-6pm, April 18 & 21 – 10am-2pm

Description: Support Artist Catering Coordinator as needed. General tasks include assisting with, cleaning, and taking inventory of coffee pots and coolers.

Vols per shift: 2

DRESSING ROOM ASSISTANT 🍷

Location: Fair Grounds – Horseman's Cafeteria

Shifts: April 18 – 1pm-5pm, April 19 – 10am-2pm,

April 20 – 12pm-5pm

Description: Assist with dressing room set up by stocking artist dressing rooms with supplies. Must be able to go up and down stairs, use a screw gun, and set up signage.

Vols per shift: 3

NATIVE AMERICAN VILLAGE

FIELD SUPPORT 🍷 ☀️

Location: Fair Grounds – Folklife Info Booth

Dates: April 19-21, May 2

Shifts: 1:30pm-5pm

Description: Assist with set-up and tear-down of chickee and round hut, loading and unloading, table and chair distribution, light construction, painting, etc. Must be able to do some light lifting.

Vols per shift: 1

POW WOW/DRESSING ROOM ATTENDANT 🍷 ☀️

Location: Fair Grounds – Folklife Trailer

Dates: April 22-24, April 28-30, and May 1

Shifts: 11:15am-3:15pm, 3:15pm-7:15pm

Description: Assist NAV Consultant with set-up of pow wows. Also act as the point person for dressing room area and assist Pow Wow dancers with needs.

Vols per shift: 1

SIGNS & DÉCOR

SIGN ASSISTANT 🍷 🗑️ Messy

Location: Fair Grounds – Barn 12

Dates: April 7-8, 11-15, 18-24, 27-30, May 1-4

Shifts: Non Event Days – 8am-12pm, 1pm-5pm
Event Days 8am-12pm

Description: Assist Signs & Décor staff with sign related duties at the Festival. Duties include, but are not limited to, painting, cleaning, repairing, and installation of Festival signs. Art experience is not required. If there are no sign tasks, vols may be asked to work as an art assistant.

Vols per shift: Pre-Fest - 6, Event Days-1

ART ASSISTANT 🍷 ☀️ 🗑️ Messy

Location: Fair Grounds – Barn 12

Dates: April 7-8, 11-15, 18-21

Shifts: 8am-12pm, 1pm-5pm

Description: Assist with anything and everything dealing with signs and props re-used from year to year at the Festival. Serious skill is not required, but neatness is necessary. If there are no art tasks, vols may be asked to work as a sign assistant.

Vols per shift: 6

SPONSORSHIP

SENIOR DAY HELPER 🍷

Location: Fair Grounds

Dates: April 28th

Shifts: 10am-3pm

Description: Assist sponsorship staff with Senior Day at the Festival. Monitor reserved seating areas. Assist in setting up and taking down signs and ropes. Must be quick on your feet and able to do some lifting.

Vols per shift: 3

STAGE PRODUCTION

STAGE LOAD-IN SUPPORT ☀️ 🍷

Location: Fair Grounds

Dates: April 18

Shifts: 9am-12pm, 1pm-5pm

Description: Assist stage crew with installing cable covers for audio cables.

Vols per shift: 4

TRAVEL

SHUTTLE ASSISTANT

Location: Music Lot Trailer and around the Fair Grounds

Dates: April 22-24, April 28-30, and May 1

Shifts: 9:30am-1:30pm, 1:30pm-4:30pm, 4:30pm-7:30pm

Description: Assist shuttle dispatcher and drivers with loading passengers, luggage, etc. Meet and greet passengers. Must be cool headed and friendly and respectful of musicians preparing for their upcoming performances. Light lifting required.

Vols per shift: 15

HOTEL HOSPITALITY TENT ASSISTANT

Location: Hotel Hospitality Tent next to Economy Hall

Dates: April 22-24, April 28-30, and May 1

Shifts: 9am-1pm, 1pm-4pm, 4pm-7pm

Description: Sign in entrants into the Hotel Hospitality Tent and orient them to the tent's amenities. Check that guests are wearing wrist bands and help staff to keep an accurate head count.

Vols per shift: 3
