

ChoralFest Volunteer Job Descriptions

CHOIR HOST

Guide choirs through their entire ChoralFest experience, through arrival, warm-up, performance, clinics, and departure.

Duties:

- Provide a welcoming and supportive experience for participating choirs
- Escort choirs to and from their performance locations throughout the building
- Ensure performances and clinics remain on schedule
- Provide information and liaise between clinicians and choirs

Requirements:

- Orientation will include a full tour of the facility
- Ability to move throughout the facility (including stairs)
- Clear, friendly communication

TICKETS & MERCH

Sell admission and MCA merchandise to audience members and/or participants.

Duties:

- Welcome audience members, collect admission fees and distribute programs
- Sell and restock MCA merchandise
- Sales may be cash, debit or credit card (using Square)
- Provide information to audience members and/or participants

Requirements:

- Orientation will include point of sale training on Square
- Organized and detail-oriented
- Comfortable working with money and sales technology
- Clear, friendly communication

CLINICIAN RUNNER

Support MCA clinicians, staff and volunteers by delivering and restocking clinic materials, supplies, and hospitality items.

Duties:

- Deliver music and feedback forms between registration desk and clinician table
- Ensure office supplies are maintained for clinicians
- Restock refreshments for both clinicians and volunteers
- Provide information and directions for clinicians, MC's and participants

Requirements:

- Orientation will include a full tour of the facility
- Ability to quickly move throughout the facility (including stairs)
- Organized and detail oriented
- Clear, friendly communication

GREETER

Welcome people as they arrive and direct them to the appropriate location.

Duties:

- Welcome people/groups as they arrive and direct them either to registration or ticketing
- Provide information regarding arrivals, parking, coatrooms, washrooms, etc.

Requirements:

- Orientation will include a full tour of the facility
- Ability to stand for long periods of time
- Clear, friendly communication

DRIVER

Transporting clinicians and equipment using own vehicle.

Duties:

- Transport visiting clinicians to and from the airport
- Transport visiting clinicians to and from ChoralFest venues
- Pick up and deliver event supplies or equipment

Requirements:

- A valid driver's license
- Access to a clean vehicle
- Familiarity with City of Winnipeg driving routes

MANUAL LABOUR

Helping with the heavy lifting!

Duties:

- Assist with venue setup and teardown
- Assist with equipment transportation

Requirements:

- Comfortable lifting and moving heavy equipment
- Access to a vehicle is not required but may be helpful