

# Festival Headquarters Crew

## Objective:

To ensure performing artists receive courteous attention and are well-informed and coordinated throughout their Wreckhouse International Jazz & Blues festival showcase experience..

## Duties & Responsibilities:

- Provide general information to artists
- Keep the room correspondence materials organized
- Maintain inventory of all stock and amenities in the room

## Qualifications & Requirements:

- Mature, friendly and attentive to people
- Effective communication skills
- Possess good judgment
- Excellent organizational skills
- Become knowledgeable of all festival events and programming
- High level of trust and professionalism is required
- Clean, casual-business dress
- Obtain a Certificate of Conduct (via the WJB office)

## Lines of Communication:

Festival Headquarters Crew will be provided direction from, and supervised by, the WJB Volunteer Coordinator. Any questions or comments about the position should be directed to him/her.

## Orientation:

Prior to the annual festival, there will be a gathering of all Festival Headquarters Crew to confirm specific duties, arrange time/shift commitments and answer any questions volunteers have.

## Benefits:

- Meet artists
- See performances
- Socialize with music lovers like yourself
- Help grow jazz and world music influence in NL
- Complimentary WJB T-shirt
- Insurance coverage will be provided while on duty

## What to Do:

- Complete the application form and submit it to the Volunteer Coordinator's attention
- You will receive confirmation from the Volunteer Coordinator that your application was received
- Attend a personal interview scheduled at your convenience