

Description of Volunteer Duties

The following lists of duties are the main responsibilities for each area. New duties may be added as required.

Bessborough Gardens (gate/front of venue)

Regular Hours of Operation: 6pm - 11pm

Location: TD Main Stage, Delta Bessborough Hotel, 601 Spadina Cres. East

- Greeting/customer service
- Ticket scanning/wrist banding
- Artist liaison
- Provide Festival information to concert attendees
- Backstage liaison (with Artist/Managers)
- GATE SECURITY – ensure no one enters without a ticket or wristband
- GATE SECURITY – ensure no one leaves the premises with alcoholic beverages
- GATE SECURITY – ensure outside food and drinks are not brought into the venue
- Shift are late afternoons and evenings

Broadway Theatre (front of venue)

Regular Hours of Operation: 6:30pm - 10:30pm

Location: Broadway Theatre, 715 Broadway Ave.

- Greeting/customer service
- Ticket scanning/wrist banding
- Ushering
- Artist liaison
- Sell artist merchandise
- Provide Festival information to concert attendees
- Backstage liaison

Club Jazz Free Stage Beer Tent

Regular Hours of Operation: 11am - 11pm

Location: Potash Corp Club Jazz Free Stage @ Kiwanis Park North, Spadina Cres.

- Must be 19 or older to serve alcohol
- Servers
- Floaters – keeping tables clean and garbage/recycling bins emptied at all times
- May require some heavy lifting

Groove Series

Regular Hours of Operation: 8:30pm - 2am

Location(s): The Capitol & Amigos Cantina

- Must be 19 or older
- Artist liaison
- Ticket scanning/ Stamp concert attendees
- Sell artist merchandise
- Greeting/customer service
- Provide Festival information to concert attendees

The Bassment

Regular Hours of Operation: 7pm - 11pm

Location: The Bassment, 202 4th Ave North

- Greeting/customer service
- Provide Festival information to concert attendees
- Artist liaison
- Ticket scanning / Stamp concert attendees
- Sell artist merchandise
- Artist hospitality

DTN YXE Free Stages

Regular Hours of Operation: 11am - 2pm

Location(s): Various outdoor downtown locations

- Outdoor free stages in downtown Saskatoon
- Welcome and pay artists | Artist hospitality
- Place chairs and signage at stage | Stage coordination
- Provide Festival information to public, distribute promotional material
- Some MC duties

Transportation

Regular Hours of Operation: various

Location: Transportation Centre, Delta Bessborough, 601 Spadina Cres. E

- Must hold a valid driver's license and have acceptable references
- Meet musicians at the airport and drive them to the hotel
- Assist musicians with equipment and luggage (some heavy lifting)
- Transport musicians to sound checks, media interviews and performances
- Provide standby support for running errands
- Provide standby support for emergencies
- Shift hours vary, can include very early mornings and late evenings

General Hospitality

Regular Hours of Operation: 11am - 11pm

Locations: Potash Corp Club Jazz Free Stage, The Groove Series: The Capitol & Amigos Cantina, & The Bassment

- Welcome and greet musicians
- Customer service and attention to detail is a must
- Arrange, order & pick up hospitality items as per the artist contract rider
- Artist liaison and run errands
- Setting up/cleaning green rooms
- May require some heavy lifting
- Managing hospitality stock
- Shift length can vary. Some may require long hours

Artist Hospitality

Regular Hours of Operation: Various

Locations: TD Main Stage, Bessborough Gardens

- Welcome and greet musicians
- Customer service and attention to detail is a must
- Arrange, order & pick up hospitality items as per the artist contract rider
- Artist liaison and run errands
- Setting up/cleaning green rooms
- May require some heavy lifting
- Managing hospitality stock
- Shift length can vary. Some may require long hours

Stage Management | MC's

Regular Hours of Operation: various

Location(s): Various venues and stages

- Welcome and pay artists
- Stage coordination
- Artist hospitality
- Introduce artist and festival announcements (public speaking)

Merchandise Sales

Regular Hours of Operation: 12pm - 11pm

Location(s): Potash Corp Club Jazz in Kiwanis Park North & TD Main Stage, Bessborough Gardens

- Sell artist and Festival merchandise
- Handle cash and credit card transactions
- Customer service and attention to detail is a must
- Provide Festival information to public
- Complete sales and inventory count reports
- Stock area and keep it neat and tidy

50/50 Ticket Sales

Regular Hours of Operation: 12pm - 11pm

Location(s): Potash Corp Club Jazz in Kiwanis Park North & TD Main Stage, Bessborough Gardens

- Electronic 50/50 ticket sales
- Cash management
- On your feet for most of the shift
- Excellent people and math skills
- Customer service and attention to detail is a must

Volunteer Centre

Regular Hours of Operation: 10am - 8pm

Location: Volunteer Centre, Delta Bessborough Hotel

- Customer service for the volunteer force, general public, and musicians

Outreach

Regular Hours of Operation: 12pm - 4pm

Location(s): Various care homes across Saskatoon

- Community shows in care homes, payment of artists, and liaison with recreation directors
- Excellent people skills

Set up and Take Down

Regular Hours of Operation: 10am - 5pm

Location(s): Volunteer and Transportation Centre, Potash Corp Club Jazz in Kiwanis Park North & TD Main Stage, Bessborough Gardens and various festival venues

- Set-up/take down equipment and other items
- Set up/take down tables/chairs/tents, decorate tents
- Clean, hang up and take down signage
- Ensure items do not get stolen or damaged
- Deliver resources to different festival areas
- Take inventory
- Tasks could be physically demanding and may require teamwork
- Excellent people skills
- Excellent problem solving skills

Promotion Crew – (Pre-festival)

- Put up posters and distribute promotional material across Saskatoon
- Shifts commence in May