

**2011 Equinox Festival VOLUNTEER JOB DESCRIPTIONS
DURING FESTIVAL**

DURING FESTIVAL	DESCRIPTION
SET-UP AND TEAR-DOWN	
Audio Crew [NEED: 6]	Assist sound people with set up prior to festival; assist with stage set-up during festival. (Sat/Sun)
Ambience committee [NEED: 2]	Create relaxing atmosphere in Artist Hospitality area. This may involve some pre-festival meeting and gathering of materials. (Fri)
Signage/Street signs [NEED: 8]	Help put up and take down information signs and sponsor banners at the stages and around the festival grounds. Involves some ladder climbing. Also teams of two will follow maps and drive around the Northridge area, putting up direction signs. Late shifts will collect street signs. (Fri/Sat/Sun)
Set Up [NEED: 6]	Set up the festival workshop areas. This job entails setting up some popup tents and moving chairs around. Active physical job. (Fri)
Tear Down [NEED: 12]	One of the most important jobs!! Tearing down all CTMS material at end of festival and taking materials to area inside the main gate for loading for transport back to the Center. (Sun)
Vendors [NEED: 4]	Direct vendors to their correct booth location. All vendors are providing their own tents/tables/chairs. VENDORS ARE RESPONSIBLE FOR CARRYING THEIR OWN MERCHANDISE! This is a directing job only, no cartage involved. (Sat)
AREA MANAGEMENT	
Accounting Room [NEED: 3]	Assist festival accountant in a secure room. Specific training will occur during your shift.
Artist check-in [NEED: 3]	Artists will be instructed to check in here when they first arrive at the festival. Involves communication with stage managers.
Artist hospitality [NEED: 3]	This is a 'backstage' tent area off the main stage. Arrange refreshments for artists, make sure they have what they need to be comfortable
Back-up/Runners [NEED: 4]	You may find yourself doing any of the jobs on this page, or running errands, according to need! You'll wait to find out at the Information Booth, then go wherever the need is greatest.
Country Store [NEED: 6]	Sell t-shirts and all festival artist CDs, restock displays. Usually seated and in the shade! Sometimes hectic and high pressure, but everyone who does this job says it's fun! Retail experience a plus.
Entry Control (Ticket takers) [NEED: 9]	Teams will work together at the festival entrance to take people's tickets, stamp hands and check for existing stamps on people re-entering. You'll be on your feet under a shade canopy most of the time. Morning is busy.
Family Area Assistant [NEED: 6]	Assist staff members with children's activities (this is NOT childcare - parents will attend). Games, songs, dances, crafts. May require pre-festival training session but guaranteed fun!
Grounds Crew [NEED: 6]	Pick up trash, remove full trash bags from cans, replace liners. Bring full bags to dumpster. Portolets: basic cleaning and restocking if necessary. Active job but low pressure!
Information Booth [NEED: 6]	Teams of two, sitting in the shade, answer questions about the festival and every subject imaginable. Great for pairs of spouses or friends! A fun way to learn all about the festival.
Instrument Check [NEED: 3]	You will check instruments in and out of our Instrument Check Room for both artists and festival attendees. This is active work in the shade, with some heavy lifting. Very busy during workshop breaks & slow in between.
Instrument Consignment [NEED: 6]	Help staff members supervise the sale of used instruments and monitor security at the entrance/exit. A great opportunity to see lots of different instruments and talk directly to the sellers. In the shade!
Parking Lot Crew [NEED: 6]	We're still working out parking arrangements with the venue, but usually this is a very active outdoor job in the sun, collecting parking fees, guiding people to park in orderly rows. Hard work but needed!
Parking – VIP/handicap lot [NEED: 4]	Greet artists, staff & vendors as they enter at the festival entrance gate. Collect some fees, guide people to park in orderly rows, also responsible for entry security at this entrance. This job is on your feet and in the sun.
Photographer/Videographer [NEED: 4]	Take photos and videos of the festival for promotional uses in future years.
Raffle Ticket Sales [NEED: 6]	Wear a funny hat and big sign, wander the Festival grounds offering raffle tickets for sale. Outgoing personality a must -- be ready to have fun!
Security [NEED: 6]	Make sure everyone's playing nicely (and we don't mean onstage!). Communication with local police in case of problem.
Stage Announcing [NEED: 6]	Research information on festival artists, make introductions on stage, announcements between performances.
Stage Management [NEED: 6]	There are 3 performance areas this year: the main stage, dance tent and indoor theater. Each needs coordination – this will involve communicating with artist check-in, making sure artists are at stages in a timely manner, communicating with artists when it is time to begin and end their set, communicating with audio crew.
Volunteer Check-In [NEED: 6]	All volunteers will also check in here – you will give them their information and direct them to their area.
Water Crew [NEED: 6]	Set out large containers of ice water in the workshop, vendor and hospitality areas, using a dolly. This is an active outdoor job requiring some heavy lifting. You'll work in teams to set out the containers, check and refill them, and collect them.
Water Sales [NEED: 6]	Sell bottled water to festival attendees. Make sure water is being kept cold in ice chests.

Workshop areas management [NEED: 16]	There are 8 workshop areas that need coordination. This will involve communicating with artist check-in and stage managers, making sure artists begin and end their workshops in a timely manner, distributing evaluation forms to workshop attendees.
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