



## 2021 HAMILTON FRINGE FESTIVAL VOLUNTEER ROLES AND DESCRIPTIONS

### ***Digital Fringe Club***

Dates: July 14-25

#### **Artist Liaison/Production Assistant**

- Communicate with artists and staff prior to Digital Fringe Club events via online messaging and phone
- Be available to answer artist questions related to artists' appearances and the event/performance format (e.g. zoom or in-person at Bridgeworks)
- Escalate urgent issues to senior staff via online messaging
- Operate zoom breakout room feature for the Digital Fringe Club
- Must have reliable internet connection
- Other administrative tasks as required

#### **Online Moderator**

- Monitor and respond to live chat comments on Facebook and other social media platforms
- Liaise with artists/staff members by passing on Q&A comments from Facebook via online messaging
- Must have reliable internet connection
- Must be familiar with Facebook, messaging systems such as Facebook Messenger, WhatsApp

### ***Fringe Club Patio***

Dates: July 10-25

#### **Info Booth/Box Office Assistant**

- Answer questions about programming
- Distribute festival programs
- Set up merchandise display
- Process cash/debit/credit payments using POS system on iPad
- Process ticket, merch, and other sales
- Support Box Office Staff in any necessary tasks
- Complete daily reconciliations



### **Marketplace Assistant**

- Help food vendors/exhibitors load in/out
- Distribute welcome packages for exhibitors
- Maintain a clean and safe exhibitor environment (regular sanitization)
- Direct exhibitors to designated areas
- Communicate with exhibitors and on-site staff to keep on schedule

### **Fringe Club Patio Assistant**

- Set up various patio layouts depending on programming
- Support with technical setup of sound equipment and tear down
- Usher patrons to designated tables
- Lead cleaning and sanitization efforts
- Support Bar Staff during busy times in any necessary tasks

### **Setup/Takedown**

- Help with setup and teardown of patio

### **Bartender (\$13/hr + tips)**

- Attend to customers who approach the Licensed Fringe Club Patio Bar
- Take orders and answer questions about options and types of drinks
- Process cash/debit/credit payments
- Maintain a clean and safe bar environment (regular sanitization)
- Promote a positive and welcoming atmosphere for all patrons being served
- Complete daily reconciliations

## ***Bridgeworks Event Space***

***(Theatre On Demand, Family Fringe On Demand, Fringe All-Access Series and Festival Kick Off)***

Dates: July 9-16

### **Artist Check-In**

- Greet performers at the venue and distribute information packages as required
- Track movement in/out of venue and maintain a headcount
- Direct visitors to designated areas
- Remind visitors of health and safety protocol



### **Sanitization Volunteer**

- Set up sanitization stations
- Lead sanitization efforts before, between, and after shoots

### **Venue Tech Assistant/Runner**

- Check inventory of all personal protective equipment (PPE)
- Set up stage areas (e.g. green room, waiting areas, etc.)
- Support techs onsite as required
- Usher artists and patrons to designated areas (washrooms, seating areas, etc.) as requested

### **Setup/Takedown**

- Help with setup and takedown of stage equipment and sanitization stations
- Requires lifting of heavy equipment and boxes