



# TORONTO Special Events

## **Volunteer Job Descriptions**

### Communications Supervisor

The Communications Supervisor is the liaison with all site staff, volunteers and the other festival sites. The position represents the hub of the site where all information is processed. You will oversee the distribution of radios and phones to staff, keep a running record of lost and found and constant communication with the Site Manager.

### Information Ambassador

The Information Ambassador provides front line, top calibre customer service creating an exceptional festival experience for all our visitors, performers and suppliers on site.

### Photographer/Videographer

The Photographer and or Videographer is to record the vital role the volunteers perform onsite at each festival. The position is perfect for students in photography or videography courses. You would require a resume with a background in one or both of these disciplines.

### Project Volunteer

Scotiabank Nuit Blanche requires many unique and varied volunteers to assist with production logistics of an artwork project that may include but is not limited to: stage managing, project facilitation, liaising, assisting in the set-up/execution of artwork project, audience logistics – i.e. crowd containment and serve as goodwill ambassadors to inform guests about the event as a whole.

### Stage Manager

You are part of the core festival team and you are responsible for ensuring your stage runs smoothly and on schedule. (Backstage and Front of House). Throughout the festival, you will be very busy. Prior stage managing experience is necessary.

### Assistant Stage Manager

You are part of the core festival team, along with your Stage Manager, you are responsible for assisting the Stage Manager to keep the stage running smoothly and on schedule. You will be assigned a role onstage for the duration of the festival. Prior stage managing experience is necessary.

### Volunteer Captain

As the Volunteer Captain, you will be responsible for overseeing all volunteer activity and issues on site. You will work closely with all members of the core team to ensure areas/activities facilitated by volunteers run smoothly.