

## **CenterFest Job Descriptions**

**Please review all jobs! While we strive to match volunteers to their requested role, volunteer needs will change and evolve with the festival! We thank you in advance for being flexible.**

### **Arrival Assistant**

Help direct artists and vendors as they arrive to set up their booth.

- *If assigned inside festival boundaries:* Kindly remind artists and vendors that, in order to keep the traffic flowing and the aisles clear, they should unload their vehicle, then go park before setting up their booth.
- *If assigned on festival perimeter:* Direct road traffic as instructed by CenterFest staff; check drivers' printed parking pass and direct them to designated parking lot (instructions on back of pass).

### **Artist Services Assistant**

Help the 140 visual artists with various tasks while they work their booth – booth-sit should an artist need a break, and help deliver their meals. You will either be stationed at the Artist Services Booth (across from the Volunteer Check-In Tent in the Durham Arts Council parking lot on Morris Street), or you will be deployed to float around the artist tents, checking in on the artists and booth-sitting when required. Margaret DeMott and Lindsay Gordon are your supervisors.

### **Block Captain**

Each block captain will be assigned a section of the festival, and the block captain will be the DAC Staff's eyes and ears on the ground in that area. Ensure that any problems in the assigned area are solved or are brought to the attention of DAC staff. Supervise volunteers in that area. Be present to answer the needs of artists and vendors in assigned area.

### **Coca-Cola Booth Helper**

Assist Durham Coca-Cola sponsor representatives with handing out sponsor swag and balloons to CenterFest visitors.

### **Gate Greeters**

Enthusiastically welcome the public to the festival! CenterFest has five gates: at the Morris Street Entrance, at the intersection of Great Jones and Main Streets, at the intersection of Corcoran and Main Street, at Chapel Hill Street near the Post Office, and near the Marriott on Foster Street. You will be assigned one of these gates by the Volunteer Coordinator when you arrive at CenterFest. Each gate will have at least one greeter and one staff person. One greeter at each gate will be assigned to use a hand-held clicker to count the people entering the gate. Other greeters will give stickers to patrons who make a contribution to the Arts Council, and CenterFest programs to all interested visitors. Only Arts Council board and staff members will ask for and handle contributions.

### **Kids Zone Assistants**

Engage your hands and your heart with the free-spirited creativity of youngsters as they get busy with a variety of arts activities. Under the instruction of Arts Council staff, cheerfully invite the children to enter the Kids Zone and enthusiastically help them complete their creations. The Kids Zone is located in the South Bank Parking Lot near the Morris Street Gate, and Kids Zone supervisors are Lauren Tannenbaum, Shana Adams, and Janet Bell.

### **Merit Judge Assistant**

Be present to assist the CenterFest Merit Judges Saturday morning as they tour the site and judge the 140 visual artists. Handle supplies, place stickers on artist signs, be present to answer any questions or fetch any items the judge needs. Saturday morning into early afternoon.

### **Parking Lot Attendant**

Man the entrances to the two CenterFest vendor parking lots, the Measurement Inc. Lot (Green Lot P2) and the City Lot (Orange Lot P1). Allow in vendors and performers with CenterFest Parking Passes (examples to be provided). Allow in cars to City Lot that have City monthly passes—otherwise, CenterFest vendor parking lots are for CenterFest vendors only.

### **Performer Gate Attendants**

Volunteers will be assigned to a CenterFest performing gate and will be given the performance schedule. Assist performers who have CenterFest performer Parking Passes (examples to be provided) with entering the gate and with unloading light objects (volunteers are not expected to perform heavy lifting!) Then, provide instructions for performers to park. Guard performer items while performers park cars.

Performer gates are located at the Corcoran/Marriott Gate near CCB Plaza (CCB Plaza Main Music and Dance Stages and NC Songwriters' Co-Op Stage), Morgan Street near the South Bank Parking Lot (Herald-Sun Load-In Area), and Chapel Hill Street at Ramseur Street (Five Points and Children's Stages, as well as parking for Herald-Sun Stage). Each gate will have its own set of instructions that performer gate attendants must follow carefully.

- **CCB Plaza Main Music Stage Gate:** Performers must move and park their car before they can take their items to the stage.
- **Herald-Sun Load-In Area:** Performers must park along Morgan Street and unload their cars. Once cars are unloaded, performers must move their car to the designated parking area at the parking lot near Mateos at the Chapel Hill Street and Ramseur Gate.
- **Chapel Hill Street at Ramseur Gate:** Performers enter this gate, park, and move to their designated performance stage. Performers must return to their car and leave the parking area after their performance is complete.

### **Soda Sales**

Cheerfully serve the public their favorite Coke product from ice barrels. An accompanying Arts Council board or staff member will handle all monetary transactions. Volunteers should not handle money.

### **T-Shirt/Information Booth Helpers**

Provide friendly assistance, answer questions, give directions and hand out CenterFest programs and other DAC information. At the beginning of your shift, you should review the CenterFest program to be prepared to answer questions such as where an artist is located, what time a band is performing or where the Coke booths are located. Certain Information Booths will also be T-Shirt booths—assist visitors with finding T-Shirt sizes and colors, but do not handle money—a DAC Staff Member or Board Member will be present to handle all monetary transactions.

### **Volunteer Booth Helpers**

Help direct the volunteers as they sign in; distribute volunteer t-shirts and badges; offer the Bull City BUCK\$ Volunteer Code for scanning by volunteers with the Bull City BUCK\$ Mobile App; handout the appropriate job description; and direct (or walk) volunteers to designated work stations. Be willing to help with any task as needed by Volunteer Coordinator.