



## Volunteer Job Descriptions for BBBBQ 2014

The success of the Blues, Brews and BBQ festival depends, in so many ways, on the efforts of volunteers. After reviewing the job descriptions below, please indicate your areas of interest on the sign-up form. Volunteers will receive a 2014 Blues Brews and BBQ T-shirt and each hour worked results in an entry in a raffle for fabulous prizes.

FOR AN APPLICATION PLEASE CONTACT OR CALL THE FLUID EVENTS OFFICE AT: (217) 359-6969, [mike@fluidevents.org](mailto:mike@fluidevents.org), [volunteer@fluidevents.org](mailto:volunteer@fluidevents.org) or download a printable version from our site [www.bluesbrewsandbbqfest.com](http://www.bluesbrewsandbbqfest.com)

**ARTIST HOSPITALITY:** The hospitality room is an area where artists can take a break and re-fuel. We need people to make coffee, ensure that the food and drink is available to the artists and keep the area clean. Look after the artist per their contract (Rider) This area is also used for an instrument check, so our performers can leave their instruments in a safe place while they enjoy the festival. Must be willing to be flexible with shift scheduling and work additional hours as needed. Requires good humor, high energy and a team attitude! Prior experience with festival or concert hospitality preferred but not required.

**ARTIST TRANSPORTATION/RUNNER:** Transport artist & equipment onsite & off, to airport & hotels while also running errands such as getting groceries and dropping off laundry. We need licensed and insured drivers for this job. Must use own insured vehicle, have a valid driver's license and a current form of insurance. Requires vehicles with 5+ seats, Vans or SUVs preferred. High energy and knowledge of Champaign and Urbana is a must.

**BACKSTAGE ASSISTANCE** - Lifting, carefully moving equipment, high energy environment. Requires co-operative, hardworking people who take direction well. Music/backstage experience preferred. Must be 19 years of age or older.

**BBBBQ MARKETING:** Preparing and implementing marketing work to promote the festival including putting up fliers and distributing festival guides. All the work on this committee will be done in advance. Some volunteers will be asked to come in to the Fluid Events office. Computer, Internet and social media experience a plus but not required.

**BEER TENT SERVER:** Fill beer cups, serve alcoholic beverages and collect tickets for said beverages. Recognize and refuse alcoholic beverages to inebriated patrons. Maintain cleanliness of beer tent area and restock beverages after use. Must have a valid driver's license and be at least 19 years of age. Great opportunity for groups of people/organizations to work together!

**BEFORE & AFTER:** Assist in setting up and tearing down banners, barricades, poles & displays, deliver and collect tables & chairs, assist as needed with signs, set up pop up tents, and drop electrical cords. Must be physically fit, be able to work in extreme heat, be able to work early and late hours, and lift over 50 lbs.

**GATE OPERATIONS:** Welcomes guests, takes donations and hands out event information/schedules. Help to maintain gate security. Preferred to have knowledge of

the local area. The amount of donations raised at the BBBBQ festival depends on the involvement of our gate volunteers. Enthusiasm is a must! Great for groups who want to work together!

**LOUIE'S PLAYLAND:** Assist in supervising Louie's Play land with children's activities. Will help facilitate kid's programs throughout their shift, and make sure parents do not leave their children unattended. Volunteers should be comfortable working with children and with assisting in various children's programs (Background checks may be required for this area).

**MERCHANDISE:** Volunteers will assist at artists or BBBBQ merchandise booth. Stock and oversee tables of merchandise. Assist customers and check out customer purchases. Retail knowledge and cashier experience is helpful but not required. (Merchandise crew is chosen pre-festival. There are only a couple of openings for this crew. If you are interested please make a note on your application).

**RUNNER/FLOATER:** Will be running errands and assisting in anything to help the festival run smoothly. We need licensed and insured drivers for this job. A valid driver's license is necessary. These persons may also be asked to relieve other volunteers for breaks, deliver food to volunteers, and other tasks deemed necessary during the festival. Requires the ability to multitask and have a team work attitude.

**SECURITY:** Traffic & crowd management, gate assistance, and facility security. Watch for vandalism and improper behavior. Requires a mature, calm and responsible individual. Many assignments require extensive walking. Prior security experience highly recommended but not required. Teams will be assigned on a first come first served basis.

**VENDING COORDINATOR ASSISTANT:** Help coordinators set up booth spaces, welcome vendors and assist vendors in finding their assigned booths. Help vendors with whatever they need to ensure a simple and easy set up. Help food vendors with specific needs during the festival, making sure all prices are clearly marked and displayed, dispensing of ice to the vendors and keeping track of number of bags sold, check to make sure site is tidy and trash/recycling are put in appropriate containers, and supervise clean up at the end of the festival.

**VIP LOUNGE HOST/HOSTESS:** Volunteers will assist guests in the VIP lounge area and maintain a clean pleasant environment for our VIP guests. Includes taking care of trash, wiping down tables/chairs, and assisting the guests with questions and/or concerns during their visit to the lounge. Must be friendly and outgoing and able to work in a loud environment.