

## Mountain View Arts Festival 2021 - Volunteer Job Descriptions

As of July 27, 2021

Title	Duties
Festival Committee Chair and/or Arts Society Board of Directors	Oversees all sub-committees prior to festival
	Prepare festival budget and help set overall schedule
	Prepare evaluation forms
	Make arrangements for insurance
	Put the call out for various volunteer positions
	Book necessary facilities/venues.
	Book Lions Shuttle, and act as liaison during festival
	Book staff (photographer, MC, videographer, etc)
	Make sure Tickle Trunk has new costumes & is on site
	Keep a file of job descriptions
	Help find sub-committee chairs
	Put together a Contact Info Sheet
	Prepare & distribute nametags as needed
	All Coordinators
Get job description changes to Volunteer Coordinator	
Get budget requests to the Board	
Make sure the Marketing Coordinator knows what you're doing	
Make sure Board gets any Sign requests	
Artisan Village Coordinator	Prepare terms and conditions for artisans (booth vendors)
	Identify potential vendors & send out the call
	Handle all inquiries from potential vendors
	Provide info to online developer and make sure all info is offered
	Prepare vendor information packages
	Greet vendors at the Entry Gate & direct to their spots
	Design and collect evaluation forms from vendors
	Track attendance & report results
	Distribute water bottles, goodie bags, etc to artisans
Artists at Work Coordinator	Identify potential artists & send out the invitation
	Handle all inquiries from potential artists
	Provide info to online developer and make sure all info is offered
	Prepare information packages
	Greet artists & direct to their spots
	Design and collect evaluation forms from artists
	Track attendance & report results
	Distribute water bottles, goodie bags, payments, etc to artists
Art the Bear Contest	Make arrangements to pick up Art from Spence family
	Make a costume for Art that matches our theme
	Buy 3 "artsy" prizes
	Make appropriate signage, draw boxes, ballots
	Design invitation for schools & distribute in September

Family Dance	Hire DJ
	Decide on activities and make arrangements for same
	Set volunteer schedule for all activities
	Track attendance & report results
Library Activities Coordinator	Decide on activities (craft and/or entertainment)
	Check with MVAS Inventory then purchase whatever supplies are needed
	Set volunteer schedule for all activities
	Track attendance & report results
Marketing & Advertising Manager	Provide all promo info to webmaster
	Book, design and/or proof & submit ads to respective mediums
	Get bios and photos from entertainers
	Arrange press releases, PSAs & radio interviews
	Prepare flyers, posters, free advertising mediums, & distribute
	Distribute posters and programs/maps
Museum Activities Coordinator	Decide on activities (craft and/or entertainment)
	Check with MVAS Inventory then purchase whatever supplies are needed
	Set volunteer schedule for all activities
	Track attendance & report results
Social Media Manager	Facebook and twitter feeds
	Organize Facebook ads
	Share artist and performer statuses on the facebook page.
Performer Coordinator	Any entertainment at MPR and Museum, incl finding/booking acts
	Select Sound/Light Tech & Assistant (if necessary)
	Select Stage Hands & assigns duties (if necessary)
	Make all arrangements with MC (entertainer bios, etc)
	Distribute water bottles, goodie bags, payments, etc
	Set the stage entertainment schedule & get to Board
Signage & Site Décor	Decide on decorations and place order, book staff, book volunteers, etc.
	Get ready to decorate.