



Medicine Hat College, Department of Music and Dance
299 College Dr. SE,
Medicine Hat
Alberta, T1A 3Y6

(Ph) 403-529-4807
(Fax) 403-504-3554
info@medicinehatjazzfest.com
www.medicinehatjazzfest.com

VOLUNTEER APPLICATION FORM

Thank you for applying! Our outstanding team of volunteers helps make JazzFest one of the premiere jazz presenters in Canada and your interest in helping out is deeply appreciated. The 22nd Annual JazzFest will take place between June **17 - 24**.

Volunteers will be scheduled for shifts and duties that work for both you the volunteer, and the needs of JazzFest.

Please note that filling out this application alone does not guarantee that you will be assigned shifts or that you are “automatically” on the volunteer crew. You will be contacted and scheduled with particular shifts that will meet the time requirements outlined at the end of the form.

In return for the generous donation of your time, you will receive a groovy volunteer T-shirt, an invitation to the Festival Wind-Up Party and an opportunity to meet other music fans and some of the finest jazz musicians on the planet! Not to mention our sincere gratitude for the contribution you are making to you community!

So if you'd like to join the Crew, please fill out the following application form so that we can get you on board!

Once complete, please email your application to volunteers@medicinehatjazzfest.com or if you prefer, mail your form to:

**Orrie & Blaine Whitford
Volunteer Coordinators
Medicine Hat Jazz Fest
299 College Drive SE
Medicine Hat, AB
T1A 3Y6**

If you have any queries regarding this form, please email us at the above address or call us at **403 866 1863**.

Thank you again for getting involved!

PART 1 - BASIC INFORMATION

Name: _____

Age*: Under 18 Over 18

Address (inc. Postal Code) _____

Contact Number(s): _____

Email Address: _____

**some venues may be licenced and may not allow minors.*

JazzFest has a ZERO tolerance policy for alcohol use while on duty as a volunteer

PART 2 - AVAILABILITY

Are you interested in volunteering for pre-festival duties?

(i.e. hanging banners, distributing brochures etc)

Yes No

What days are you
available to volunteer?

Please check

Time(s)

Morning / Afternoon / Evening

Sunday, 17 June 18

Monday, 18 June 18

Tuesday, 19 June 18

Wednesday, 20 June 18

Thursday, 21 June 18

Friday, 22 June 18

Saturday, 23 June 18

Sunday, 24 June 18

Please note that we cannot guarantee automatic acceptance or shifts.

PART 3 - EXPERIENCE

Are you a returning member of the Jazz Fest Crew? If no, please go to "Do you speak any additional languages?"

Yes

No

If yes, would you like to return to the same role?

Yes

No

If you are returning, which year(s), crew(s) & venue(s) did you volunteer in?

Do you have a volunteer / Crew shirt? If not, please indicate size needed (S, M, L or XL)

Yes

No

Size _____

Do you speak any additional languages (other than English)?

Do you have any conditions or physical restrictions that we should be aware of?
(i.e. problems with lifting, bad back)

PART 4 – INTERESTS

Please number, in order of preference, FIVE jobs that interest you most - #1 being the area of most interest and #5 being the area of lesser interest. Note: the job outlines pertain to the Jazz Festival only.

COMMUNICATIONS

Pre-Festival Poster/Program Distribution

Volunteers help distribute Festival posters and programs (on foot or by car). Transportation will be required. All volunteers are required to record the drop locations and submit to the festival office.

Office/Administration

During the festival we will require people to assist us in the JazzFest Command Centre answering phone enquiries, meeting and greeting arriving artists, and assisting with general office work. Please note that this position requires that you must have daytime, weekday availability.

BANNER CREW

We need one or two people to be responsible for the hanging of JazzFest and sponsor banners at various venues throughout the city during JazzFest week. This involves arriving at the venue early, hanging the banner/s as per instructions and taking the banner down at the conclusion of the event. All materials are supplied.

LOGISTICS

Transportation

Volunteers drive performers from the Calgary airport, as well as in-town shuttling between the hotel and concern venues. Vans are provided by JazzFest. Transportation volunteers must have a valid class driver's license and have experience driving vans.

PRODUCTION

Equipment

Assisting in the transport, loading and unloading of stage equipment at various venue locations. Lifting required.

HOSPITALITY

Hospitality Host

We require hosts to meet and greet musicians as they come to the hospitality room to eat, to make sure food and drinks are served and to help with clean up.

FRONT OF HOUSE / BOX OFFICE

Box Office/Ticket Sales

Selling tickets, managing guest lists, providing general information, handling cash

Ushering

Taking tickets, handing out brochures, managing audience flow

Merchandise

Selling JazzFest and Artist merchandise, maintaining inventory control & handling cash.

Security

Helping with audience control, maintaining limited access areas. This especially applies to the parkade concert.

VENUE SPECIFIC

Parkade Show

Our signature concert on top of the city transit terminal parkade. Please indicate your preference(s) within the following areas:

Stage Security or Crowd Control

Volunteers will be responsible for security and crowd control at and around the parkade.

Setup and Strike

Volunteers will be needed for the setup and strike of the parkade stage areas, etc. Lifting is required.

Bar tender

Volunteers will sell beer and wine.

Environment

Volunteers will assist with recycling and maintaining the general cleanliness of the Parkade Jazz area throughout the weekend.

Merchandise

Selling JazzFest and Artist merchandise, maintaining inventory control & handling cash.

Hangar 7

We produce a dance party in the exciting environment of a large hangar at the airport.

Please indicate your preference(s) within these areas:

Environment

Help keep the festival site clean! Volunteers will assist recycling team in clearing up bottles, cans, cardboard and paper from site.

Stage Set-up and tear down

Volunteers will be responsible for assisting with the assembly and disassembly of the stage.

Bar tender

Volunteers will sell beer and wine.

Ticket takers and sellers

Volunteers will be responsible for taking and selling tickets as people enter the site.

Merchandise

Selling JazzFest and Artist merchandise, maintaining inventory control & handling cash.

GENERAL

I just want to help out!

If you are open to being adaptable to various areas that might require attention let us know! Perhaps we can suggest something that you might like or you could fill in as a floater.

END OF APPLICATION