



NLFB 2023 - Volunteer Area Positions

- **Beer Tent A (Main Stage) & Beer Tent B (Canvas Cabaret)**

Volunteers are responsible for selling and serving alcohol. **Servers must have Smart Serve certification.** Ticket sellers and beer stein sellers do not require any certification; however, good customer service skills are an asset.

*Please email your Smart Serve number to; volunteer@nlfb.ca

**Please see the latest update on extension of existing Smart Serve certificates at bottom (June 30 2023)

- ~~**Breakfast Team @ Collège Boréal - no longer needed as accommodations have been moved to another location.**~~

~~Volunteers will prepare a breakfast for artists and vendors during their stay at Collège Boréal. Volunteers should have good customer service skills.~~

- **Children's Area - (Saturday & Sunday)**

Volunteers will assist the Area Coordinator in organizing and executing various crafts, activities, and games for our young festival patrons. Volunteers must be friendly, courteous, patient, and enjoy having fun! Experience working with children is an asset. **A Police Record Check is required to work in this area if you are age 18 or over (no Police Check is required if you are age 14-17).**

Email your Vulnerable Record Check to; volunteer@nlfb.ca

- **Control Booth**

Managed by the Treasurer, the Control Booth handles all monetary transactions during the Festival weekend. Accounting experience recommended for all and a Police Record Check is required for the Lead Coordinator in this area. *Please

email your Record Check if you are applying for the Lead Position to;
volunteer@nlfb.ca

- **Green Team**

Volunteers are responsible for keeping the park clean at all times. In keeping with the festival's green initiatives, volunteers in this area should recycle as much as possible, and keep all park areas clean and free of garbage.

- **Hospitality (On site)**

Volunteers primarily act as hosts to artists who are dining in this area. Volunteers are responsible for ensuring that all food and beverages are organized, fully stocked, and clean.

- **Instrument Lockup**

Volunteers must ensure all artist equipment is safely stored during the festival weekend. A large container is available for storage and a key is provided to the Area Coordinator. Volunteers must be able to lift and move equipment.

- **Merchandise**

Volunteers are responsible for selling all festival, artist, and performer merchandise. Good customer service and organizational skills are required for processing monetary transactions and taking inventory. Bilingualism is an asset.

- **Posters and Signs**

Volunteers are responsible for hanging and distributing all NLFB posters, banners, and promotional material in designated areas of the city and at the festival site. This crew is also responsible for taking down all signage post-festival and returning it to the NLFB office.

- **Registration (& Consumer Surveys)**

Volunteers will greet and register all artists, performers, media, board members, staff, government officials, and VIP guests entering the festival site. Excellent customer service skills and organizational skills are required. Volunteers will survey festival patrons and collect valuable information and feedback. These volunteers should be knowledgeable about the festival and have excellent customer service skills. Bilingualism is an asset.

- **Runners**

Volunteers are responsible for a number of festival errands and tasks that arise during festival weekend. Tasks are assigned throughout the weekend as assigned by the Volunteer Coordinator.

- **Site Patrol**

These Volunteers will be our festival ambassadors! Site Patrol is one of the key positions in the team and the one we need most members for. Volunteers are stationed throughout the park and it's suitable for varying levels of mobility, some areas you can be seated most of the time and some areas require walking. Volunteers in this area must be knowledgeable of the festival program, the park layout, and general festival rules. This crew must ensure the safe and secure conduct of all persons at the festival and respond to enquiries in a pleasant and courteous manner.

- **Ticket Booth**

Volunteers in this area are responsible for selling festival passes to the general public. Volunteers must be well informed on the program, ticket prices, and the park layout. Experience handling money, good customer service skills, and organizational skills are required.

- **Site Setup/Tear Down**

Volunteers are responsible for setting up and tearing down tents, fences, and all equipment used at the festival. Volunteers in this area work before and after festival weekend. Experience with manual labour is an asset. Closed toed shoes are mandatory, steel toe boots are suggested but not required.

NEW POSITIONS

- **Coffee Tent - Northern Lights Drip**

Volunteers are responsible for selling beverages to the general public. Volunteers must serve coffee, keep the booth clean, handle money, and alert the Area Coordinator when stock is low. Bilingualism is an asset.

- **Red Carpet Party**

Volunteers will take tickets at the desk and some will be selling merchandise at Place des Arts. Some volunteers will be stationed at Sudbury Theatre Centre to assist guests to be shuttled to the party by limo. Some party set up will be required and some volunteers will be serving food (black clothes are required to be worn for food service). Bilingualism is an asset.

- **Stage Hand**

These Volunteers will be assisting Sound Engineer Matt Wiewel, to load in & out instruments onto the main stage.

For more information, please contact;

volunteer@nlf.ca

705-674-5512

<https://nlf.ca/volunteer>

***SMART SERVE latest news 30th June 2023 - your existing certificate is now good until after the festival!**

AGCO Extends Final Recertification Window to August 31st, 2023

Responding to the high demand for last-minute recertifications, the Alcohol and Gaming Commission of Ontario (AGCO) announces a 60-day extension for final recertifications, now concluding on August 31st, 2023.

Expired certificates will remain valid until August 31st, 2023, 11:59PM.

<https://smartserve.ca/recertification/>