



NORTHERN LIGHTS
FESTIVAL BORÉAL

NLFB 2024 - VOLUNTEER POSITION DESCRIPTIONS

Beer Tent

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**

Children's Area

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). Please email your Vulnerable Record Check to volunteer@nlfb.ca**

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.

Control Booth

Managed by the Treasurer, the Control Booth handles all monetary transactions during the Festival weekend. **Accounting experience and a Police Record Check are required for this area. *If you are interested in this position, please email your Record Check to volunteer@nlfb.ca**

Green Team

Volunteers are responsible for maintaining the park to be 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.

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| Instrument Lock-up | 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 several 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 largest group. 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. |

Stage Hand

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

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 an asset. Closed toed shoes are mandatory, steel toe boots are suggested but not required.

For more information, please contact:

volunteer@nlfb.ca

705-674-5512

<https://nlfb.ca/volunteer>