



DEPARTMENT of RECREATION & HUMAN SERVICES

1670 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3734 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9537

17th Annual City of Gardena Jazz Festival Volunteer

Volunteer Job Descriptions

There are a variety of volunteer opportunities at the Gardena Jazz Festival. Volunteers play a key role in our success and we are grateful to the many volunteers who have supported our efforts throughout the years.

Volunteers can assist in the following areas:

- Information Team
- Festival Greeters
- Parking Support
- Promotional Teams
- Vendor Setup
- Sponsor Area Server*
- Backstage Assistance

Requirements

Volunteers will be asked to work an **eight (8) hour shift**. Times will vary, depending on the assignment. Volunteers are required to attend an orientation meeting prior to the Festival. This year's meeting is scheduled for **Thursday, August 15, 2019 at 6:30 pm**.

**In addition, if you request to volunteer in the Sponsor area there will be an additional training on Thursday, August 22, 2019 at 6:30 pm.*

1. Applications for volunteer service must be received by Thursday, August 15, 2019.
2. Volunteer positions are filled on a first come, first serve basis, and are assigned according to experience and required skills.
3. Volunteers must arrive on time and complete the entire shift.
4. Volunteers must be at least 14 years of age or must participate in the Gardena Jazz Festival youth volunteer program.
5. Festival parking is not included, but free parking is available at the Nakaoka Community Center, 1670 West 162nd Street. Shuttles leave every hour.
6. Lunch, drinks and t-shirts will be provided for those volunteers who complete their shift.
7. All volunteers must conduct themselves in such a manner that it does not interfere with the event in any way.
8. Failure to complete the duties as assigned may result in removal of the festival.
9. Specific job responsibilities, break times, and other pertinent details will be distributed at the start of your shift.
10. If you do not attend the required Orientation Meeting you will not be allowed to volunteer the day of the event.

VOLUNTEER OPPORTUNITIES

- **ARTIST AREA** – Assists the Talent Coordinator with the artist area check-in, autograph area, merchandise sales.
- **BACKSTAGE ASSISTANT** – Assists Backstage Area Coordinator with tent area cleaning, stocking of beverages and food, food preparation and cooking, checking tickets etc.
- **FESTIVAL GREETER/TICKET TAKER** – Welcomes festival guests, issues festival bracelets, helps count attendance, and collects tickets.
- **FIRST, AID BOOTH ASSISTANT** – Handles basic first aid, including handing out Band-Aids, sunscreen, and ice.
- **GREEN ROOM ATTENDANT** – Clean, stock, and supervise artists green rooms.
- **GREEN TEAM RECYCLING & COMPOST ADVOCATE** – Handles recycling at the festival.
- **INFORMATION BOOTH ATTENDANT / FESTIVAL GREETER**– Helps festivalgoers with any questions or concerns.
- **MAINTENANCE SUPPORT** – Assist the Festival Maintenance Coordinator with basic maintenance support with trash, restrooms, and port-a-potties.
- **MERCHANDISE BOOTH ATTENDANT**– Helps sell festival merchandise (T-shirts, water bottles, etc.), displays merchandise, and makes sure booths have adequate change on hand.
- **PARKING SUPPORT** – Assist the Parking Coordinator with Sponsor and Vendor Will Call.
- **PROMOTIONAL ITEMS BOOTH SUPPORT** – Assist the promotions coordinator with displaying, stocking and selling of promotional items.
- **SECURITY PATROL**– Makes sure barricades remain in closed position, walks around festival area to locate any potential problems, and reports potential problems or issues to staff members in the information booth. Also, assists with the Lost and Found area.
- **STAGE CREW** – Assists with stage set-up & breakdown.
- **VENDORS' ASSISTANT** – Assist the Vendor Coordinator with vendor assignments, questions, parking.
- **SPONSOR AREA CHECK-IN** – Assist the Sponsor Area Coordinator with check-in and seating of guests.
- **SPONSOR AREA SERVICE** – Assist Sponsor Area Coordinator with taking orders and serving food and drinks to the persons in the Sponsor area.
- **VOLUNTEER CHECK-IN** – Assists with checking-in volunteers throughout the festival.

For more information please contact the Gardena Recreation Division office at (310) 217-9537.