



VOLUNTEER JOB DESCRIPTIONS 2022

*****ALL VOLUNTEERS MUST CHECK-IN AT THE VOLUNTEER BOOTH ON ESPLANADE AVE. BEFORE STARTING SHIFT*****

TICKET BOOTH ASSISTANT

Volunteers will work in conjunction with staff to place wristbands on incoming festival-goers, distribute brochures and help with line control. Volunteers may be asked to occasionally lift up to 15 pounds.

BEER BOOTH **21+ Age Requirement*

Beer booth volunteers will be asked to pour drinks and/or pass them to employed cashiers. Volunteers may also be asked to help restock beverage inventory during shift may occasionally be asked to lift up to 15 pounds. Money-handling will not be involved. This job may require standing in a small and wet area for the duration of your shift.

MERCHANDISE BOOTH SALES

Volunteers will assist customers for merchandise sales, keep the booth clean and organized, and may be asked to do some light lifting and restocking. This job requires standing in a small area for the duration of your shift. This job may require you to operate the cash register and handle money.

VOLUNTEER CHECK-IN

Volunteers will assist the check-in process of fellow volunteers, help locate booths, and provide volunteer t-shirts and drink tickets. Being able to take direction well and adapt under busy environments is a plus. Knowledge of Satchmo SummerFest, New Orleans, and the French Quarter is strongly advised but not a must.

SATCHMO LEGACY STAGE PRESENTATIONS

Usher – The Satchmo Legacy Stage features two days of fascinating discussions and presentations by renowned Armstrong scholars on the 3rd floor of the Mint. Volunteers will assist staff in giving information to attendees, helping with seating, and general maintenance in between speakers. We ask that volunteers remain professional and courteous to attendees and speakers alike.

Overflow Assistance – Some of the presentations are well attended and will require overflow seating to our viewing area located on the 1st floor. Volunteers will assist in guiding attendee overflow to this location.

INFORMATION ASSISTANCE *(1st floor inside @ Front Desk)*

Information assistance volunteers work with the Mint staff to help festival-goers and many of our media sponsors with questions, supply brochures and publications, give directions, and may be asked for suggestions as a local. By making these items available to attendees the Festival shows its support and appreciation of sponsors and supporters encouraging future support. Knowledge of Satchmo SummerFest, New Orleans, and the French Quarter is strongly advised.

SURVEY TAKER This job is one of our highest priorities! Each year French Quarter Festivals, Inc. and The University of New Orleans collaborate on a survey questionnaire. The results from this survey are crucial for our economic impact study and help us to continue presenting our festivals each year. Volunteers are needed to conduct visitor surveys. Each survey consists of approximately 26 questions and takes approximately five minutes to complete. This job requires an outgoing personality and standing for the duration of the shift.

FESTIVAL SUPPORT KREWE **21+ Age Requirement*

Volunteers signing up for this position may be asked to do any of the above listed volunteer job duties. Support krewe members are used to fill in voids from no-shows or filling in unforeseen gaps in scheduling. Volunteers may be asked to serve alcohol therefore this position requires you to be 21+. This job may require you to stand for the duration of your shift.

THANK YOU TO CHEVRON FOR FUELING THE SATCHMO SUMMERFEST VOLUNTEER PROGRAM!

