



FESTIVAL FAMILY OF VOLUNTEERS ALL JOB DESCRIPTIONS

Satchmo SummerFest offers many different volunteer jobs including the Green Team. We invite individuals, groups, and students (16+) to join the Festival Family of Volunteers. Anyone needing service hours is encouraged to participate. All volunteers are required to sign a waiver. For more information visit www.satchmosummerfest.org/volunteer/ or contact volunteers@fqfi.org.

VOLUNTEER PERKS

- A limited edition collectible volunteer t-shirt, featuring unique annual design, to be worn while volunteering and taken home after your shift!
- \$10 in MERCH & BEVERAGE tickets, for each volunteer, per completed shift, to use at our official merchandise booth and any beverage vendor booth
- PRIZES and RAFFLE to win vintage Satchmo Merch packs!
- Complimentary snacks and water
- Loads of appreciation from the community and Festival staff!

JOB DESCRIPTIONS

PARADE [SUNDAY MORNING ONLY] 10:30AM-1:00PM

[ST. AUGUSTINE CHURCH]

Parade Volunteers will be at the front of our '**Satchmo Salute**' Parade and must be comfortable holding/carrying banners and walking roughly **15 blocks**. You will meet at **St. Augustine Church**, and are welcome to sit and enjoy the Jazz Mass, which takes place 10:00am - 11:00am. Shortly after, the parade will begin at 11:00am and finish at the festival grounds.

Shift description: St. Augustine Church is located at: 1210 Governor Nicholls St, New Orleans, LA 70116

CHECK-IN TENT

[BARRACKS]

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.

INFORMATION DESK [1st Floor Inside at Front Desk]

[NO JAZZ MUSEUM]

Information assistance volunteers work with the New Orleans Jazz Museum 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.

BEER BOOTH *21+ Age Requirement**[BARRACKS/ESPLANADE]**

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

PIANO SERIES STAGE [2nd Floor]**[NO JAZZ MUSEUM]**

Volunteers will support this unique indoor stage by giving information to attendees, helping with crowd control, and general maintenance of the space between performances. We ask that volunteers remain professional and courteous to attendees and speakers alike.

LEGACY STAGE [3rd Floor]**[NO JAZZ MUSEUM]**

The Satchmo Legacy Stage features two days of fascinating discussions and presentations by renowned Armstrong scholars on the 3rd floor of the NO Jazz Museum. 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.

FESTIVAL SUPPORT KREWE [FLOATER] *21+ Age Requirement**[FESTIVAL-WIDE]**

Volunteers may be asked to do any of the volunteer jobs at any of the locations. Support krewe members will serve as floaters who fill in voids from no-shows or unforeseen gaps in scheduling. Volunteers may be asked to serve alcohol, therefore this position requires volunteers who are 21+. This job may require standing for the duration of the shift.

SURVEY TAKER**[FESTIVAL-WIDE]**

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 shift's duration.

GREEN TEAM**[FESTIVAL-WIDE]**

The Green Team volunteers are essential in keeping our site clean! Volunteers will be stationed at one of many 'Sorting Stations' that collect compost, recycling, and trash. Volunteers will help ensure that there is no contamination between waste streams and that the public is engaged with the system. This dynamic role is a great fit for larger groups! Green Team Volunteers will be spread out throughout the Festival Grounds, and Volunteers may be asked to assist at the Geauxing Green Info tent on Barracks Street.

STAGE TENT USHER**[ESPLANADE/BARRACKS]**

The Stage Tent Usher position is a new and essential Volunteer role at FQFI festivals. Volunteers in this role will be stationed at the *Front Of House* for a single outdoor music stage, and will be standing for the majority of their shift. This position involves keeping specific aisleways, access ramps, and walkways clear at all times of stationary pedestrians, in order to always have an open path for the crowd to navigate. Stage ushers are also responsible for keeping attendees from setting up chairs in front of designated chair line. Additionally, the stage usher will assist the security guard in managing the entrance to the ADA Viewing Area (ADA means Americans With Disabilities Act, ie: 'guest with accessibility needs').

MERCHANDISE BOOTH SALES

[BARRACKS]

Volunteers will help customers, restock inventory, and keep booths clean and organized. Sales experience is preferred but not required – just be sure to bring lots of smiles and a great attitude! This job requires standing in a small area for the duration of the shift.