

Festival Jobs

Festival Hours:

Tuesday, April 11 - Festival Set up 9:00 am - 4:00 pm

Wednesday, April 12 - Festival Set up 9:00 am - 4:00 pm

Thursday, April 13 - Final Festival Set-Up 8:00 am until 11:00 am

Thursday, April 13 - Festival Begins 12:00 pm - 10:00 pm (campus open to schools at 9:00 am)

Friday, April 14 - 8:00 am - 10:00 pm (campus open to schools at 6:45 am)

Saturday, April 15 - 8:00 am - 12:00 pm (campus open to schools at 6:45 am)

Saturday, April 15 (Afternoon) - Festival Tear down 12:00 pm - 6:00 pm

Setup Jobs Transforming the campus into the Festival grounds. Tasks include:

- **Signage** - Install signs, maps, and decorations across campus
- **Homeroom set-up** - Move desks and chairs out of the rooms; cover technology, teacher desks, bookshelves, etc. with butcher paper, lock up cabinets with valuable/hazardous materials, and provide a dry erase marker in each room
- **Venue set-up** - Needs will vary by venue. Remove existing furniture (chairs, tables, etc). Set up chairs, equipment, art panels and tables. Mark exits. Install noise/visual blocks.
- **Campus beautification** - Litter pickup, water monster prep
- **Festival Office Prep** - Organizing/collating/copying packets, paperwork. Sorting t-shirts, wristbands, and name tags by School for pickup
- **Collaborative Art Setup** - Assist in setting up collaborative art stations.
- **Workshop Setup** - Assist in setting up workshop stations.

During Festival Jobs Keeping the Festival running smoothly. Tasks include:

Festival Office:

- Welcoming guests and volunteers
- Registration
- Distribution of Festival materials to each participating school
- Check in Adjudicators/Workshop Hosts
- Faculty/Staff Festival Worker Check-in schedules, Festival job expectations, festival equipment check in/out

Performance Venues/Warm-up:

- **Venue Coordinator** - Ensure daily venue schedule is on time, adjudicators are in place, schools are introduced/venue rules given. Mark any missed students for Vocal/Instrumental Solo Performance and/or a Portfolio Review for Visual Arts as schools are assessed a “no show fee” per student that misses (team lead)

- **Venue Monitor** - Ensure daily venue schedule is on time, adjudicators are in place, monitor entry/exit, monitor capacity.
- **Warm-up Room Monitor** - Ensure schools are staying on schedule, and that the warm-up space is available for the next school
- **Collaborative Art Monitor** - Monitor collaborative art locations, prohibit damage to collaborative art, assist students in participation
- **Workshop Monitor** - Monitor workshop spaces and ensure workshops stay on schedule/capacity

Other Festival Jobs:

- **Runner** - Lead adjudicators, presenters, and other guests to venue spaces
- **Concession Stand** - Sell concessions and restock as needed
- **Hospitality Areas** - Decorations, communicating with SAGE on drink/food refill needs
- **Dining Tent Monitors** - monitor participants, assist with keeping serving lines moving, table clearing, trash pick-up during meal times
- **Homeroom Monitors** - Float between homerooms in a division
- **First Aid Assistant** - Assist in first aid stations with paperwork/medical forms
- **Recharge** - Perform daycare duties for faculty/staff children. Location held in the Early Childhood. Hours of Recharge operation 7:30 am - 5:30pm
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Transportation:

- **Parking Lot Facilitator** - Stationed in each on campus parking lot, directs cars where to park, buses where to drop off and pick up participants, and how to access the Festival Office
- **Remote Parking Facilitator** - Stationed in the remote parking lots with a radio, directs cars where to park, calls for a van shuttle or golf cart to transport arrivals to campus
- **Parking Conductor** - Oversee and manages all Festival parking, communicates via radio to golf carts or van shuttles for parking lot pick up
- **Small All Saints' Bus/Shuttle Driver** - Shuttle All Saints student festival participants from/to remote parking, must be an approved driver.
- **Golf Cart Driver** - Shuttle faculty and volunteers to/from remote parking, on-campus transportation, drives participants who need assistance, drive equipment around campus
- **Bus Staging** - "Bus Wranglers" coordinate the buses in their proper areas of the "ring road" for each beginning of day drop off and end of Festival pick up. Help visiting faculty/students find their bus

Safety/Security:

- **Perimeter Patrol** - Walk the inner boundary of campus to ensure that students are staying within the Festival grounds
- **Interior Patrol** - Walk the Festival grounds to ensure Festival participants are safe and secure.
- **Longvue Gate Monitors** - Monitor the second gate at Longvue Avenue to allow for adjudicators and faculty/staff to enter campus safely. Direct everyone to the Festival Office for check-in.

- **McNair Back Entrance Monitor** - Monitor access gate behind Varsity Gym Thursday for drumline performance entry and exit (also used as entrance for Opening Night Celebration). Must ensure all performers and spectators do not enter RANGE or woods.

Teardown Jobs Transforming the campus back into our daily school-ready setup. Tasks include:

Festival Teardown: Restore the campus to its original condition after the Festival. Tasks Include:

- Take down signs, maps, and decorations. Pack up for the next host school to pick up
- Homeroom clean up: replace desks and chairs, remove paper, restore classroom to pre-festival condition
- **Venue teardown** - Needs will vary by venue. Take down signs, chairs, equipment, art panels and tables. Replace furniture (chairs, tables, etc)
- **Campus re-beautification** - Litter pickup, water monster clean up
- **Collaborative Art clean up** - Assist in cleaning up collaborative art stations
- **Workshop Clean up** - Assist in cleaning up workshop stations