

Michigan Irish Music Festival Volunteer Position Descriptions 2018

Reminder: You can sign-up on-line at www.michiganirish.org/volunteer which will also set email reminders and notifications. You will not receive these notifications if you file a paper application, only a mailed confirmation of your schedule.

- **Artist Merchandise** You'll be selling the merchandise (cd's, tshirts and other band stuff) from this year's entertainment lineup, how cool is that? Inventory and cash handling skills required.
- **Artist Transportation** This is a reserved crew of volunteers who work closely with Adam Marra to provide transportation for our entertainment. You must receive clearance from Adam to select this area.
- **At-Large** These volunteers fill time periods or areas that may otherwise go understaffed. We are looking for flexible volunteers willing to be placed where the need is greatest.
- **Beverage Servers** These volunteers will be serving alcoholic beverages to thousands of thirsty MIMF patrons at one of our many service areas. This is a non-stop fast paced service area. This is one of the most popular positions at MIMF, shifts fill quickly. When shifts are full, volunteers may be asked to accept a re-assignment to another location. Volunteers must be 21 to serve alcohol and participation in Alcohol Awareness Training is encouraged. *Beverage Set-Up* includes helping to prepare the beverage service areas for that day of service.
- **Blarney Runners** Special crew of volunteers working in teams of two assisting back office with pick-ups and drop offs. Must receive clearance from a board member to serve in this position.
- **Blarney Buck Sellers** Outgoing personalities with great cash handling skills are needed to sell the MIMF currency to our patrons. Blarney Bucks are used to purchase all food and beverages. Positions are available in ticket booths and roving the MIMF grounds.
- **Box Office** Helping in this area is reserved for Tom's team of volunteers that are hand-selected to sell admissions tickets to patrons. Cash handling skills required as is clearance from Tom.
- ****Cash Office** Must receive clearance from Treasurer Bruce Duff to help in the back office. Duties include counting cash and adding credit card slips.
- **Celtic Canines** Sunday only. Help usher dogs and owners onto the festival grounds with their displays. Assist with patron lines/safety, helping fetch water for both our furry friends and their owners. Must love dogs!!
- ****Courtesy Carts Driver** Help our MIMF patrons get from their car to the front gate by providing transportation from all paid parking lots. You'll be the first contact for all who enter... so put on a cheery smile! Providing minimal assistance to guests into and out of the shuttle may be required. This position begins 30 minutes prior to the opening of the festival and finishes 30 minutes after close.
- **Craft Beer Tavern** This tent will be offering great local, regional and domestic craft brews. People with craft beer knowledge would be a great fit for this tent!
- **Festival Merchandise** Help sell festival logo apparel and fun items that promote the "Best Damn Fest in the Whole Midwest" to patrons. Volunteers assist patrons with their purchases with sales skills, tracking inventory and sales. Supervised money handling is required of some volunteers.
- **Food Vendors** *Setup* includes helping set up tables and chairs, install signs, hang lights, other tent details etc. *Assistant* helps deliver ice and water to food vendors, keep the food area clean, and provide customer service to Irish Fest patrons. *Teardown* includes taking down tables and chairs, signs, lights and ensuring that the Food Vendor area is clean and better than we found it. *Ticket counters* will help to weigh and reconcile tickets collected from the vendors.
- **FFCU Friday Early-In** Employees and spouses of Family Financial Credit Union sign-up here to help check IDs, wrist-band and sell Blarney Bucks to the line of waiting patrons for the FREE one hour Early-In. One shift only; reserved positions. Cash handling skills required.
- **Gate** This is a great job! You get to meet everyone that comes to the festival. This is a fast paced position and volunteers will be on their feet for several hours. Taking tickets, checking ID's, wrist banding and welcoming patrons are your main functions.
- **Green Team** Help the Michigan Irish Music Festival Live Green! You'll help maintain our many recycling containers and educate our patrons as to what can and can't be recycled. Work with others as you recycle plastic bottles, cardboard from vendors and aluminum cans. Lifting and walking is required.

- **Hospitality** This area is reserved for a special crew working with Dave Biesiada. You must receive clearance to serve in this area.
- **Irish Partners** Volunteers are needed to place Irish partners sign on grounds in approved areas Wednesday and Thursday night. Signs need to be removed Sunday night. Sunday night signs need to be lightly cleaned and organized by Irish Partners and Premier Partners and then alphabetically. Signs are then packaged and put away in St. Pat's/Parade trailer.
- **Leadership Team** This area is reserved for committee and board members who should make this selection in the database. Please select the Friday, Set-Up shift.
- **Market Vendor Setup** includes measuring and marking off spaces on ground inside tent, marking off aisles, assigning space numbers, moving tables to spaces, assigning electrical boxes to spaces, installing signs, positioning trash containers, opening and closing tents sides, other tent details etc. *Assistants* opens vendors tents and secures with bungees daily, checks with vendors to see if they need anything, delivers food and water that vendors pay for so they do not have to leave their booth, keep the market vendor tent interior and exterior clean, pick up trash, answers questions for vendors, close vendor tent sides at night. Provide exceptional customer service to Irish Fest market vendors and patrons. *Tear-down* includes taking down tables and stacking them in one central location in each tent, removing signs, and ensuring that the Market Vendor area is clean and better than we found it.
- **Parking** Our charity partners are working to make a seamless, first welcome experience for our patrons who pay to park at the Mart Dock and LC Walker lots.
- **Powder Room Technicians** If you were at the festival last year, you know the buzz was all about our powder rooms! Be part of this fun team. Put on a friendly face, restock toiletry items as needed, empty the garbage, and fun bantering with the patrons. We promise we won't make you clean the actual toilets.
- **Pub Sweepers** This group of volunteers comes in the morning to tidy-up our picnic tables and re-set chairs so the areas are refreshed for our patrons.
- **RPHS Stage Crew** Students and support staff from Reeths-Puffer High School's theater department serve as stage hands all weekend long for MIMF. This is where to sign-up!
- **Rubbish Removal (Jacks)** Each year, Lumberjack's Hockey team and family members return to empty garbage all weekend long.
- **Site** You'll be part of the team that "builds" MIMF from the bottom up. This physically demanding job begins on Monday of festival week through Tuesday the following week for both set-up and tear-down. Involves lifting, walking and other physical tasks. Development and tear-down of site infrastructure including gates, plumbing, construction skills, and use of tools are required. Work throughout the weekend handling issues as they pertain to the festival venue. Lifting and walking involved.
- **Social Media** Are you hip enough to navigate Instagram, Facebook, Twitter and other social media channels? Then this is a great job for you! Volunteering in this area requires using your own personal smart phone and documenting the event to upload.
- **Survey Team** We want to know who is coming to MIMF! Help us capture the demographics of our festival, how they found out about us, where they came from, and their experience. You will have the freedom to move throughout the Fest or be stationed at the gate and catch people as they enter or leave. Computer entry volunteers needed as well!
- **Tastings Tent** Join Jen Waldo's team in hosting patrons experiencing whiskey tasting this year!
- **Tea Room** The festival's classic Irish Tea Room that is both yummy and educational. Volunteers are needed to help serve and educate patrons about tea while providing excellent customer service.
- **Volunteer Center** This special crew of volunteers takes care of YOU! Small team to help check-in volunteers and assign help in needed areas on-site.
- **Welcome Center** Customer Service is #1 at the Michigan Irish Music Festival. Volunteers distribute programs, stow packages, distribute the kid's Celtic Journey, handle lost & found items and answer general questions about both the festival and community. Volunteers need to be energetic, friendly and helpful. This is a busy job with constant activity that requires standing and great customer service skills.
- ****Wee Ones' Area** The kids at MIMF have the most fun, and that's because of the great volunteers that help with these activities. Volunteers will lead kids crafts and assist with games in the Wee One's Area. This is a perfect match for youth volunteers (12 yrs and up) who want to volunteer at MIMF while their

parents are working in another location. High school students needing to fulfill community service hours often sign up for this job!

- ****Whiskey Snug** Volunteers are needed to help Rich's team sling it neat, on the rocks or the signature whiskey cocktails. This is a very busy, fast paced environment. Set-Up includes prepping limes and product to be ready for that day of beverage service.

All positions require constant walking and or standing with the exception of the areas noted with an **.

Please note this when signing up for your position.