



Eastern Slopes Music & Arts Festival

August 24, 2025
12:00 p.m. - 11:00 p.m.

Volunteer Positions Document

All volunteers at Eastern Slopes Music & Arts Festival will receive all-day access to the event on August 23, 2025 and a complimentary volunteer t-shirt. Light snacks and beverages will be provided in the volunteer lounge. Please read the descriptions below and sign up using the form on our website.

Roles

Volunteer Coordinator

Age: 18+

Qualifications:

- Highly organized
- Experience overseeing or managing people
- Positive, problem-solving attitude
- Good communication skills

Reports to: Executive Director

Tasks:

- Email communications with volunteers prior to the event using an Eastern Slopes Fest shared email account
- Train certain volunteers on their roles
- Communicate closely with Eastern Slopes organizers and Volunteer Check-In team
- Ensure all volunteer-run positions are adequately staffed and move volunteers around as needed
- Ensure volunteers are taking breaks and following the schedule
- Escalating higher-level items to Eastern Slopes organizers



Volunteer Check-In

Age: 13+

Qualifications:

- Good attitude, organized
- This role is primarily seated, so is a good option for those with mobility constraints

Reports to: Volunteer Coordinator

Tasks:

- Greet volunteers upon entry
- Provide volunteers with information sheet about their assigned task
- Provide volunteers with their volunteer t-shirt
- Relay any important information about the event to volunteers
- Direct volunteers to their team lead for further information

Set-up Crew

Age: 13+

Qualifications:

- Ability to lift heavy items

Reports to: Executive Director

Tasks:

- Assist with setting up fencing, stage, bars, etc.
- Post signage as instructed
- Heavy lifting may be required

Take-down Crew

Age: 16+

Qualifications:

- Ability to lift heavy items

Reports to: Executive Director

Tasks:

- Assist with taking down fencing, stage, bars, etc.
- Take down signage, move chairs, etc.
- Heavy lifting may be required

Note: this is a late-night crew with an end time of 1:00 a.m.



Production/Technical Crew

Age: 16+

Qualifications:

- Must be over 16 years of age
- Must have access to CSA approved footwear
- Must be comfortable lifting items weighing up to 30 lbs.
- Interest in event production preferred

Reports to: Technical Director

Tasks:

- Set up stage equipment
- Assist with sound checks and lighting set up
- Monitor equipment throughout the day
- Cable management, power management
- Re-set stage between acts
- Runner duties as required
- Equipment tear down

Bar Lead

Age: 18+

Qualifications:

- Must be over 18 years of age
- Must have valid ProServe certification
- Experience managing people and familiarity with AGLC regulations preferred

Reports to: Executive Director

Tasks:

- Oversee set up and take-down of 2 on-site bars
- Train bar staff on products sold and procedures
- Liaise with staff from White Peaks and Last Best to discuss how best to communicate about the products being served
- Check in at both bars throughout the day to ensure staff are doing well
- Delegate bar-related tasks to bar staff and step in as needed (some examples: replenishing ice, gathering more product, asking ED or White Peaks or Big Rock staff for additional help)
- Keep Executive Director abreast of any issues or developments
- Advise staff of cut-off time for alcohol sales
- Communicate cut-off time for alcohol sales with patrons
- Encourage safe consumption of alcohol on site and escalate the situation to ED and security if needed



Bar Crew

Age: 18+

Qualifications:

- Must be over 18 years of age
- Excellent customer service
- ProServe certification preferred

Reports to: Bar Lead

Tasks:

- Take drink tickets in exchange for beer, canned cocktails and cider
- Bar-related tasks as delegated by the Bar Lead (some examples: replenishing ice, gathering more product)
- Understanding of different products available at the festival (training will be provided by Bar Lead)
- Work in collaboration with other Bar Crew Members
- Ensure safe consumption of alcohol of all patrons, stopping service to individuals if necessary

Door Crew

Age: 13+

Qualifications:

- Great customer service skills
- Comfortable working with cash and POS payment terminals
- Comfortable with basic math

Reports to: Volunteer Coordinator

Tasks:

- Scan QR code tickets for entry
- Ensure all scanned guests receive a wristband
- Check ID, provide only those over 18 with an over 18 wristband
- Take on-the-spot transactions through payment terminal or cash



Security Crew

Age: 18+

Qualifications:

- Must be over 18 years of age
- Must be comfortable engaging with difficult situations with tact and a good attitude

Reports to: Volunteer Coordinator

Tasks will vary from role-to-role:

- Entrance
 - Lightly check over larger bags
 - Ensure everyone who enters has received a wristband
- Floater
 - Roam perimeter of the festival and ensure there are no issues
 - Monitor for underage consumption of alcohol
 - Escalate problems to Eastern Slopes organizers
- Stage Door Exit
 - This is a seated role next to the Eastern Slopes mainstage. This position will monitor the exit and direct anyone attempting to enter to the front entrance.

Drink Ticket Crew

Age: 18+

Qualifications:

- Must be over 18 years of age
- Comfortable working with cash and POS payment terminals
- Excellent customer service
- Comfortable with basic math

Reports to: Director of Finance/Bar Lead

Tasks:

- Complete cash and payment terminal transactions for guests in exchange for drink tickets
- Ensure only those with 18+ wristbands are purchasing drink tickets
- Collect payment for non-alcoholic purchases including water, pop, and snacks



Merch Crew

Age: 13+

Qualifications:

- Comfortable working with cash and POS payment terminals
- Excellent customer service
- Comfortable with basic math
- Highly organized

Reports to: Director of Finance

Tasks:

- Set up merch tables and ensure items are well-stocked and displayed nicely
- Correspond with artists about their merchandise and track it accordingly
- Complete cash and card transactions

Artist Liaisons

Age: 16+

Qualifications:

- Great attitude and customer service
- Some knowledge of music industry/musical instruments an asset
- Highly organized

Reports to: Artistic Director

Tasks:

- Greet artists upon arrival (show them around, check them in)
 - Provide artists with their welcome package (drink tickets, wristbands, coffee vouchers)
- Provide updates to artists throughout the day (schedule changes, etc.)
- Ensure artist needs are communicated through the appropriate channels (Artistic Director, Technical Director, etc.)
- Ensure that general public does not have access to artist lounge (Lantern Room)



Green Team

Age: 13+

Qualifications:

- Good attitude, ability to keep track of multiple tasks
- Ability to lift heavy bags

Reports to: Volunteer Coordinator

Tasks:

- Manage our sustainable waste program, helping to divert compostable and recyclable materials from the landfill and help keep our event waste-free.
- Monitor ALL (indoor and outdoor) garbage and recycling bins and change bags out when needed
- Monitor Port-a-Potties, outdoor sinks and indoor washrooms to ensure they are well stocked with toilet paper, paper towel and hand sanitizer
- Set up wet floor signs if needed
- Some light cleanup may be required (wiping down sinks, mopping floor)
- Communicate with Volunteer Coordinator if garbage seems like it's piling up or if heavier duty cleanup is needed
- Closing shift will organize all garbage bins at agreed-upon location and remove all bags from bins at the end of the night.

Floater

Age: 18+

Qualifications:

- Good attitude
- Versatile

Reports to: Volunteer Coordinator

Tasks:

The floater will cover breaks for the following crews:

- Bar Crew
- Security Crew
- Drink Ticket Crew
- Merch Crew
- Volunteer Check-in
- Door Crew (if needed)

Volunteer Coordinator, Setup/Take Down Crews, Bar Lead, Production Crew, Artist Liaisons and Sanitation Crews will have time to take breaks at their own discretion.