

# Volunteer Positions

The volunteer opportunities list provides brief descriptions of assignments available. Please carefully review the description to assist you in selecting volunteer assignments that may interest you. Assignments are given on a first come first serve basis, with experienced volunteers having priority in certain areas. Volunteer opportunities are subject to change. Due to the nature of some of the positions, a background check may be required.

If you're interested in having a blast and hearing some GREAT Jazz, then we invite you to download the printable [volunteer application](#) (PDF) or [contact us](#) for more information.

Completed forms should be mailed to:

**Ferry Godmother Productions**

**Newburgh Jazz Series**

**PO Box 333**

**Vails Gate, NY 12584**

| Title                     | Hours                              | Description  |
|---------------------------|------------------------------------|--|
| <b>Volunteer Check-In</b> | 4:00 PM–7:00 PM<br>5:00 PM–8:00 PM | Staff the volunteer check-in area, hand out name tags, t-shirts, information, giving instruction and latest changes. Assigned location is "The Wand." Relay messages via two way radios to staff members. For the most part you will be in a shaded tent, but some errand running may be required. |
| <b>Water/Ice Crew</b>     | 5:30 PM–9:30 PM                    | You'll help get ice and water for the Lemonade stand. This is an active outdoor job requiring some heavy lifting. You will work in teams.  |

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| <b>Festival Banner/Sign Setup/Teardown</b> | 2:00 PM–5:00 PM<br>9:00 PM–11:00 PM  | This is very hard work. You will be working outdoors in teams to hang the fabric banners that decorate the event grounds. Some ladder climbing may be necessary. You can work setup and/or teardown.   |
| <b>Surveyor</b>                            | 8:30 PM–10:30 PM                     | During the series survey attendees' opinions of event.   |
| <b>Roving Raffle Ticket/Pin Sales</b>      | 5:30 PM–9:00 PM                      | Wear a funny hat and big sign, wander the event grounds offering raffle tickets/pins for sale. "Your pin is your ticket" pin sales are a source of keeping the series free. Outgoing personality a must—be ready to have fun.                  |
| <b>Publicity/Promotion/Media</b>           | Varies                               | Please contact us for details.   |
| <b>Counter</b>                             | 5:30 PM–7:30 PM<br>7:30 PM–9:00 PM   | With a counter go through crowd and count once an hour.  |
| <b>Brochure Distribution</b>               | Varies                               | Post brochures in your home area in highly trafficked areas.   |
| <b>Street Sign Setup/Teardown</b>          | Varies                               | Teams of two will follow maps and drive around Newburgh area, putting up direction signs, documenting where they have been placed. At the end of the festival, the signs must be taken down. You must have a valid driver's license and a car. |
| <b>Sound System Assistant</b>              | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM  | You'll help set up/tear down the sound systems for the concert and dance area. Technical experience is required. Describe your relevant experience on the application.   |
| <b>Series Site Setup/Teardown</b>          | 9:00 AM–10:00 AM<br>8:30 PM–10:00 PM | You will be setting up the series vendor/stage areas. This job entails a lot of moving chairs  |

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|                               |                                     | and desks around! It's an active physical job, partly indoors and partly outdoors. You can work set-up and/or tear down.   |
| <b>Runners</b>                | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | You may find yourself doing any of the jobs on this page, or running errands, according to need! You'll wait to find out at The Wand, then go wherever the need is greatest.   |
| <b>Event Photographer</b>     | 5:30 PM–9:30 PM                     | Event photographers will be expected to photograph targets identified by the coordinator. Targets include groups on stage or individuals in the audience. Must have applied experience and submit samples for evaluation before being assigned. Must use digital camera with high resolution setting and turn over CD with high resolution files.  |
| <b>Security</b>               | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | Help provide security amongst the crowds.  |
| <b>Grounds Crew/Recycling</b> | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | You'll roam an assigned section of the grounds, pick up trash on the grounds, and remove full bags from trash cans, replacing them with fresh plastic liners. You don't have to carry full bags, just seal them and leave them for pickup. This an active outdoor job, on your feet, but easy and low pressure. Help to keep festival grounds clean and in order while protecting our environment. This position also requires restroom maintenance. |
| <b>Production Crew</b>        | 5:00 PM–10:00 PM                    | Help set up and tear down kiosks, tents, booths, tables and chairs.  |

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| <b>Gate Controller</b>          | 5:30 PM–9:00 PM                     | You will greet people as they enter the series. You will help direct traffic and answer questions. You will be on your feet and in the sun while performing this job.  |
| <b>Artist Hospitality</b>       | 5:00 PM–7:00 PM<br>6:00 PM–9:00 PM  | Assist in making sure that artists & performers receive a warm welcome. Assist with performer needs as required. Makes sure that the performers are well-fed and drinks are available.   |
| <b>Office Volunteers</b>        | Varies                              | Help keep us organized and on track. Provide assistance with communicating with public, media and dance schools. Make phone calls and reply to festival information requests via e-mail. <b>YEAR-ROUND ASSIGNMENT</b>                      |
| <b>Merchandising Specialist</b> | 5:00 PM–9:30 PM                     | Sell t-shirts and other festival merchandise, restock displays and answers question. Usually seated and in the shade. This job is sometimes hectic and high pressure. Retail experience a plus. <b>BACKGROUND CHECK/DRUG TEST REQUIRED</b> |
| <b>Media Center</b>             | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | Make sure our media guests are well taken care of and credentialed. Provide them with all materials they need to cover the series.   |
| <b>Beverage Server</b>          | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | Sell, fill and refill souvenir mugs.   |
| <b>First Aid</b>                | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | Must have experience; nurse, EMT, doctor or equivalent.  |
| <b>Community Information</b>    | 5:00 PM–8:00 PM<br>7:00 PM–10:00 PM | Teams of two, sitting in the shade, answering questions about the festival and every subject   |

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|                             |                  | imaginable. Great for pairs of spouses or friends! A fun way to learn all about the festival. Work at community booth to provide information about the community and local historic sites. |
| <b>Interpreter</b>          | 5:00 PM–8:00 PM  | Help our attendees enjoy their visits by ensuring language is not a barrier.   |
|                             | 7:00 PM–10:00 PM |  |
| <b>Stage Setup/Teardown</b> | 5:00 PM–8:00 PM  | Assist with the setting up and/or tearing down of the performance stage and immediate area.  |
|                             | 7:00 PM–10:00 PM |  |