

Coordinator of Front of House Volunteers

Reports to:

Executive Director

Job Overview:

The primary role of the Coordinator of Front of House Volunteers for the National Capital Region Music Festival is to ensure that all venues participating in the Festival are fully staffed with volunteers during the month-long event.

Responsibilities and Duties:

The Coordinator of Front of House Volunteers will work with the Festival Director in preparing, amending and distributing documentation pertinent to the efficient overseeing of each venue.

The Coordinator will be available throughout the festival to answer questions from venue volunteers and to be the liaison between those volunteers and the festival staff. He/she will also be available to arrange replacement volunteers if necessary.

The Coordinator works closely with festival staff to ensure sites are supplied with required documentation and supplies, and arranges for replenishing these items if required.

Qualifications:

The Coordinator of Front of House Volunteers should have the following characteristics:

- A positive people-person
- Good communicator
- Comfortable with last-minute changes
- Good understanding of Microsoft Word and Excel

Note that you do not need to be a musician in order to successfully fill this important volunteer role.

You do need to understand how to communicate with a number of people and adapt to change with a positive attitude. Understanding the importance of our mandate (to promote the study and enjoyment of music in our young people) and the integral part you play in providing a positive Festival Experience is key to being successful in all of our volunteer positions.

**For more information or to express interest in this position,
please contact Kim Chadsey, Executive Director
613-818-4664 or kim@okmf.ca**

