

**Volunteer List – GRAND OPENING/Concerts/
Movies in the Park/Annual Events**



<i>Position</i>	<i>Description</i>	<i># Needed</i>	<i>Volunteer Name(s)</i>	<i>Location</i>
Venue Manager	Kimberly Stovall			Floater
	<ul style="list-style-type: none"> • Coordinate with artist's tour manager • Coordinate runner and vehicle for artist • Radio remote/Media/Press • Payment to entertainers • Enforce venue rules (i.e., no glass bottles, alcohol, umbrellas, laser pens, weapons, smoking in designated areas only [signs are in park], dogs must be on leash not to exceed 6 ft.) • Etc. 			
Volunteer Coordinator				Ticket booth
	Assign volunteers to stations			
Front of House Coordinator				Main Amphitheater Grounds & Hospitality Suite
	Coordinate & oversee volunteers to assist with venue set-up (VIP tables & chairs) before event and clean up at end of event	4		
	Coordinate & oversee volunteer ushers & VIP ushers – Discuss expectations of an usher, enforce venue rules (i.e., no glass bottles, alcohol, umbrellas, laser pens, weapons, smoking in designated areas only [signs are in park], dogs must be on leash not to exceed 6 ft.)	(same) 4		
	Oversee front gate volunteers – Have them answer guests' questions.)	2		
	Coordinate & oversee volunteers for merchandise tables (if we have t-shirts, etc. to sell)	2		
	Coordinate & oversee hospitality suite ("hs") volunteers for entertainment & crew (set out food and drinks, escort them to hs from stage, stay in hs to refresh food and drinks and assist them as needed – stay near them throughout event)	2		

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Technical Coordinator	Andrew Carter/Concert Audio			Sound Tent at Concession Booth
Stage Security Coordinator				Stage
	Coordinate & oversee stage hand to make sure dignitaries/bands are ready when it's time for them to take the stage	1		
	Coordinate & oversee stage right volunteer (no one from the audience gets on stage)	(same) 1		
	Coordinate & oversee stage left volunteer (no one from the audience gets on stage)	1		
Vendor Coordinator				Main Vendor Area (to right of restrooms)
	Coordinate & oversee volunteers to move tables/chairs for vendors (be their legs) (Will rent 1, 6ft table and 2 chairs to vendors for \$10. Be prepared to take money.)	2		
	Troubleshoot and solve issues that arise	(same) 2		
	Oversee vendor clean-up after event	(same) 2		
Kids Corner Coordinator				Small Area (to left of restrooms)
	Coordinate & oversee moonwalk volunteers	2		
	Coordinate & oversee inflatable volunteers	2		
	Answer vendor questions and problem-solve			
Parking Coordinator				North Carroll Street & Temple Street parking lots
	Coordinate & oversee parking volunteers on N. Carroll	4		
	Coordinate & oversee parking volunteers on Temple St.	2		