

## **Volunteering**

As a volunteer, you are entitled to:

FREE ADMISSION and complimentary refreshments any night you volunteer! One FREE ADMISSION for you or a friend for any regularly scheduled Troubadour! Opportunity for a guaranteed slot on an open stage night! GREAT PERSONAL SATISFACTION coupled with our ETERNAL GRATITUDE!

**Brief volunteer job descriptions** (for more details, email [Volunteers@FolkProject.org](mailto:Volunteers@FolkProject.org))

**Head Staff:** Manager of the entire show. Purchases food and other supplies before the show (detailed in job description). Makes sure all volunteers have shown up and calls any who are absent. Helps Door during arrival time between 6:45–7:15 pm. Checks premises at the end of the show before leaving. Arrival by 6:30 pm.

**Exchequer** (formerly known as Bookkeeper): Manages the finances of the show. The bookkeeper may watch the first half of the show because their responsibilities don't really begin until the second half. Collects all moneys, pays the performers, fills out the tally sheet, and makes the deposit at the bank before the following Friday.

**MC:** Manages the stage, and presents performers and gives all pertinent info to attendees. Not for the shy nor for those with uncontrollable exhibitionist tendencies. Arrival by 6:30 pm.

**Door:** Sets up signage and information table and lays out and puts away literature. Greets people as they arrive, collects entrance fees, makes change, checks off attendees with advance tickets against a list, and provides info. As Door, you are the first face of the Troubadour, and as such you may make or break the mood for our attendees. This is your time to shine and be friendly. Arrival by 6:30 pm.

**Vax Card Checker:** Greets people as they arrive and checks their vaccine cards (or digital versions thereof) to confirm they are vaccinated. Anyone not vaccinated must be turned away. This volunteer can also gently remind any guest not wearing a mask that they must put one on. If they don't have one, there are some near the door. Along with Door, you are the first face of the Troubadour, so please be friendly. Arrival by 6:30 pm.

**Merch:** Not needed for every show. The primary responsibility is to set up the Merch table and sell CDs and/or products that the performers bring so they are free to talk with attendees and sign CDs. This position is only available when there is merchandise to sell or the performers are not bringing their own help for this task. Arrival by 7:00 pm so that the table is ready and merchandise is set out before the show starts.

**Sound:** Sets up and runs all the stuff for the show and the streaming website...then puts it away! Training required. We require two trained Sound people for each show: one to mix sound for the house and one to do it for the video. Arrival by 6:00 pm.

**Sound Assistant:** Not required for every show. This extra sound volunteer helps the sound crew set up and moves and adjusts mics for performers. This can be a lead-in position for those interested in one day training for Head Sound. Arrival by 6:00 pm.

**Kitchen:** Starts coffee/hot water pot, prepares serving area, helps bakers set out food. Directs cleanup volunteers and is responsible for cleaning up after the break. Arrival by 6:30 pm.

**Baker:** Brings homemade goodies or alternate foods to serve 16–24 people. Cuts up and arranges individual portions on plates or a large platter to put out on the refreshment table. Optionally, may also help kitchen crew with cleanup. Arrival by 6:45 pm.

**Alternate Foods:** Also brings homemade goodies, but with a focus on health-conscious selections. In the past we've offered assorted wraps or rollups, fruit and cheese, fruit salad, fried plantains, cauliflower soup, baked potatoes with garlic aioli, egg salad, etc. Arrival by 6:45 pm.

**Setup/Teardown:** Used primarily on Open Stage nights. This volunteer sets up any extra chairs or other equipment needed for the show, then stays to put them away after the show. Arrival by 6:30pm.

**Parking Assistants (when a large crowd is anticipated):** In the lots from 6:45 to 7:45pm. Works to maximize parking and minimize stress to all. Needs to place our "No Parking This Side" signs on the far side of the street. Offers to help those that need assistance with mobility. Smiles and greets our attendees, as they are the first face of the Troubadour and may make or break the mood for the show. Arrival by 6:15 pm.