



Volunteer Positions: Whole Shebang Event Volunteer

Event Overview

The newly renovated Tett Centre for Creativity & Learning's Grand Opening, The Whole Shebang, is an interactive, family-friendly experience. After more than 18 months of planning, local artists, under the guidance of Andrea Nann, Artistic Director of Dreamwalker Dance Company, have created The Whole Shebang – an event that brings to life the creative and collaborative nature of the Tett. Every corner of the Tett will be alive with a diverse array of performance pieces, installation art, and optional participation.

A City of Kingston initiative, with artists representing all eight tenants of the Tett, The Whole Shebang encourages artists and audiences of all ages to collaborate in the creation of a new community – the Tett community.

Volunteering

Becoming a Whole Shebang volunteer enables you to share your love of the arts with the Kingston community and to get involved with the local arts scene. Volunteering with Whole Shebang is also an invaluable opportunity to strengthen interpersonal skills and foster team-work with other interested and engaged artists and volunteers.

As a volunteer, you would be responsible for one (1) of a number of tasks throughout the day, along with the option to assist with the private evening event (Cinq à Sept). Volunteers are also required to attend one (1) training night and one (1) of several Whole Shebang community workshops prior to the event.

Summary of Positions

Floor Coordinators (4): The Floor Coordinator oversees the volunteers stationed on each floor. They ensure that Event Hosts are given breaks (replaced by a floater) and will assist in troubleshooting any issues that arise on their floor with the Event Manager(s). They will also be in charge of floor communications and will maintain the communication device (radio or phone). Floor Coordinators should have strong people management skills and may be required to travel between floors quickly.

Event Hosts (36): Event hosts answer any questions and provide general information to the public about the event and building. They will ensure that traffic flows as directed throughout the space. Attendants will be assigned to different areas to ensure complete coverage of the site. Approximately ten (10) volunteers will be assigned the role of "floater;" Floaters will take over the role of Event Host and, on occasion, Clickers, on various floors to allow for breaks.

Clickers (6): Two volunteers will be stationed at each entrance, exit and floor of the event to maintain an orderly flow, to greet visitors and to hand out event maps. Clickers will be responsible for recording numbers using a "clicker." Once the building reaches capacity, Clickers will inform Event Manager(s) and work in teams to control the number of people entering the building. Clickers will refer visitors with questions to Event Hosts for more information. An ability to stand for 30 minutes or more at a time and ability to withstand limited exposure to cold weather is expected.



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Time Commitment

Total time commitment will change based on your volunteer role and availability. Available hours include:

Phone interview (by appointment)	15 minutes
Training (January 13 or January 15):	2 Hours
Workshops (January 25 - 30):	1.5 Hours
Event (January 31):	5 Hours
Cinq à Sept –19+ only (January 31):	2 Hours
Total Hours (Average):	9 Hours

Requirements

- 14+ years of age (or accompanied by an adult)
- Valid Criminal Record Check (up to six months old accepted)
- Availability on Opening Day, 1 training day and for 1 Shebang workshop. Optional “Cinq à Sept” for volunteers 19 years of age or older.
- Strong customer service skills
- Ability to problem solve and work independently.
- Ability to work with audiences of all ages.
- French or other spoken languages an asset.
- Interest or knowledge of arts practices (visual, music, or performing arts) is preferred but not required.

How to Apply

Please send a resume or a letter of experience to mkroeker@cityofkingston.ca, including a phone number and the best time to reach you for a phone interview. For more information about volunteering, please call **Martha Kroeker** at 613-546-4291, ext.1277.