

Position Descriptions

Position	Description	Special Skills	Helpful Gifts
Box Office	Sell tickets to guests as they arrive at the festival. Distribute pre-purchased tickets at Will-Call. Greet customers and check wristbands at the gate.	Cashier experience, retail experience, comfortable with computers/technology	Honest, Comfortable working with money, able to accurately record payment information electronically, comfortable with crowds/lines
Electrical Team	Set up the festival electrical wiring. Running wire, tying in power to stages, and providing power to vendor booths and tents.	Electrician, construction, landscaping, stage set up experience	Good team player, love to work hands on, enjoy seeing things take shape, Enjoy working with your hands in a creative way. Patience:)
Finance & Banking	Enter and record all receipts and disbursements of cash. Count, verify and set up for depositing cash that arrive from various departments at the festival. Work cash registers as cashier.	Accounting background, computer and reporting skills, cashier or banking experience. Must be comfortable with money.	Honest, accurate and detail oriented, able to work alone or with others for long hours.
Food Service	Assist the catering crew in setting up, preparing, serving and cleaning up meals. Wash dishes and clean up the kitchen and catering areas each evening. Great place for those who love to cook and to serve others, as well as those who enjoy cleaning.	Cooking, preparing food, cleaning, serving, and washing dishes; restaurant experience, cafeteria experience a plus, Safe Food knowledge.	A love of cooking, A love to serve, Clean and organized work habits, Enjoys multi-tasking. Able to work at a fast pace.
Grounds Crew	During the festival, the grounds crew works closely with Peace Patrol and Safety Services to insure smooth operation of the festival and the safety of all. Keep the site clean by removing trash and cleaning the grounds.	Construction, carpentry, electrician, plumbing, landscaping, housekeeping, trash removal	Good team player, love to work hands on; enjoy seeing things take shape, Enjoy working with your hands in a creative way.

<p>Grounds Setup</p>	<p>Setup the festival from the ground up. Clean grounds, set up tables and chairs, dig trenches, install fencing, wire electrical, mark out lines for tents and parking spaces, etc. Long days with lots of physical labor, but great bonding opportunities with your team.</p>	<p>Construction, carpentry, electrician, plumbing, landscaping, stage set up experience, Tent set up or event set up experience.</p>	<p>Good team player, love to work hands on, enjoy seeing things take shape, Enjoy working with your hands in a creative way. Enjoys physical labor.</p>
<p>Hospitality</p>	<p>Greet and shadow VIP guests to insure they take advantage of all services offered to them. Work at Info booth providing information and services to guests. Welcome guests at the gate as they arrive and thank them as they leave. Usher people at the stages. Help escort guests at the handicap gate.</p>	<p>Hostess, waitperson, retail customer service, customer service representative, customer service skills</p>	<p>Gift of service or hospitality, willingness to please and cater to others, ability to clearly explain details and answer questions, outgoing personality, positive and excitable attitude, ability to motivate and entertain guests.</p>
<p>Media</p>	<p>Coordinate with the media all happenings on site at the festival, staff media tent, handle press releases and interviews. Assist Video Crew by being a video camera operator.</p>	<p>Photography, Videography, Camera Operation, Public Relations experience</p>	<p>Photography, Videography, Journalism, public relations</p>
<p>Parking</p>	<p>Organize parking both inside and outside of festival. Oversee parking of vehicles, buses, and trailers. Check passes and collect parking fees from guests. Direct vehicles in main parking lot.</p>	<p>Cashier experience, prior parking management experience</p>	<p>Able to be on feet for long periods and in hot sun, ability to give clear directions, able to wave drivers (including buses/trailers) into tight parking spots</p>
<p>Peace Patrol</p>	<p>Serve as a gate attendant at one of the many gates around the festival, checking wristbands and laminates to ensure only those with proper credentials enter. Check wristbands at the festival entrance. Supervise crowds to ensure the safety of all guests.</p>	<p>Security guard, police officer, patrolman, gate attendant</p>	<p>Honest, observant, able to enforce rules firmly but lovingly. Able to be on feet for long periods and out in hot sun.</p>

Retail	Sell Artist and SoulFest merchandise, as well as food, during the festival.	Setting up and maintaining displays, retail experience, cashier experience, customer service experience.	Works good with others and public, accurate, detail oriented, friendly personality. Ability to stand.
Runners	Run errands <small>such as</small> shopping, banking, food runs, etc for the festival. Must have own vehicle.	Good driving record, familiar with shopping for goods listed. Knowledge of local area a plus.	Comfortable driving. Like change of scenery and like shopping and running errands for others.
Shipping & Receiving	Track shipping and receiving of merchandise during the festival. Make sure inventory is delivered to and picked up from proper locations at the festival.	Inventory control, merchandise management	Accurate, detail oriented, ability to lift up to 50 pounds, physically fit and able to quickly transport merchandise across grounds as needs arise.
Stage Crew	During festival load and unload band equipment as well as move equipment on and off the stage as required by each artist.	Production experience, stage experience, knowledge of lighting, sound and video.	Team player, fast worker, ability to lift up to 75 pounds. Enjoy physical labor.
Stage Setup	Assist professional crew in Laying out, unloading and erecting 5 stages on site.	Stage set up experience, professional climbers with 5 point harness	Enjoy building or construction. Must be able to lift up to 75 pounds and be comfortable with long days of physical labor.
Trash & Recycling	Help keep SoulFest clean for the patrons by picking up trash, changing can liners, and transporting trash to dumpsters for pickup.	Trash removal	Physically fit, able to lift and bend and pick up heavy objects. Truck helpful if you have one to use.
Volunteer Services	Register, welcome and sign-in volunteers daily at the volunteer tent. Insure volunteers report to their positions. Monitor all volunteer activities and promote safety and efficiency of all volunteer staff.	Volunteer coordination at special events, employee management, human resource experience, and event management. College orientation leaders or student leadership roles.	Good follow through, welcoming, caring, motivational skills, able to be firm but loving in enforcing rules