



2025 Description of Saskatchewan Jazz Festival Volunteer Duties

The following duties outline the main responsibilities of each area.

Front of House (North & South Gates/front of venue)

Regular Hours of Operation: 1pm – 11:15pm

Location: Victoria Park

Dates: July 5-12, 2025

Coordinators: Scott Giesbrecht, Tanya Giesbrecht, Daphne Lowden & Alessia Allan

- Greeting/customer service
- Ticket scanning/wrist banding/guest list
- Provide Festival information to concert attendees
- GATE SECURITY – ensure no one enters without a ticket or wristband on paid ticketed days
- GATE SECURITY – ensure outside food and drinks are not brought into the venue on paid ticketed days
- Use capacity-counter to record attendance on Free Days, and provide total to SJF staff nightly

Beer Tent

Regular Hours of Operation: 1pm - 11pm (Various start times, shifts and length of shifts)

Location: Victoria Park Beer Gardens (20 x 60 foot white tent)

Dates: July 3-12, 2025

Coordinators: Sandra Billinsky & Dale Babuik

- Must be 19 or older to serve alcohol
- Servers – provide quick and friendly service
- Floaters – keeping tables clean and garbage/recycling bins emptied at all times
- May require some heavy lifting
- Clean up at the beginning and end of each shift
- Serve It Right Course (recommended, but not required)
- Restock supplies and coolers
- Monitor Traffic Flow, avoid long line ups

Volunteer Centre

Regular Hours of Operation: 9am – 11:30pm (3-4 shifts daily)

Location: Volunteer Centre, Royal Canadian Legion Hall, 606 Spadina Cres. W

Coordinators: Gwen Lancaster & Marcy Waldner

- Customer service for the volunteer force, general public, and musicians
- Centre for Artists and Vendors to pick up credentials, t-shirts, parking passes, etc.
- Be on-site and “hold down the fort” for any drop-offs, pick-ups
- Direct media to SJF staff
- Information centre



50/50 Ticket Sales

Regular Hours of Operation: 12pm - 11pm

Location: Brighton, Victoria Park, Pop-Up Performances

Dates: July 3-12, 2025

Coordinator: Judy Thomson & Laura Harvey

- Electronic 50/50 ticket sales
- Handle cash, debit, credit card transactions
- On your feet for most of the shift
- Excellent people and math skills
- Customer service and attention to detail is a must
- **Must attend training session in June 2025**

Hospitality

Regular Hours and some afterhours of operation: Varies, from sound check-to Show Time

Locations: Main Stage & Free Stage in Victoria Park

Coordinators: Stephen Yee, Darrell Corkal, Randy Kutcher, Rina Veltkamp & Suzanne Winnitow

- Welcome and greet musicians when they arrive for sound check and later for performance
- Customer service and attention to detail is a must
- Artist liaison and run errands if required
- Setting up/cleaning green rooms and empty green room garbage bins into larger bin backstage
- May require some heavy lifting
- Managing hospitality stock
- Correspond with artists and their tour managers to coordinate day-of-show schedules, riders and meal buyouts in the weeks leading up to the show date
- Transporting riders (food, drink, water, etc.) to the Artist Green Rooms from the Royal Canadian Legion. Return rider items back to RCL kitchen
- Shift length varies. Some require long hours waiting for the musicians to leave their tent.

Merchandise Sales

Regular Hours of Operation: 12pm - 11pm

Locations: Brighton and Victoria Park (Various shifts)

Dates: July 3-12, 2025

Coordinators: Laura Harvey, Heather Barbour & Beverly Dickinson

- Sell Festival Merchandise and Artist Merchandise
- Handle cash, debit, credit card transactions
- Customer service, attention to detail, and tracking, math & inventory skills are a must
- Provide Festival information to public
- Complete sales and inventory count reports
- Liaison with Tour Managers about Artist Merch
- Stock area and keep it neat and tidy
- **Must attend training session in June 2025**



VIP Tents & Sponsor Tent

Regular Hours of Operation: 3pm – 11pm

Location: Victoria Park VIP Area on the hill

- Greet Guests
- Take inventory nightly and restock daily.
- Bartending, selling tickets (*depending on the client)
- Excellent people skills - Ensure our clients are having a fun time
- Confirm daily if bar is “cash bar” or “host bar”, and plan accordingly
- Clean, hang up and take down signage
- Excellent problem-solving skills
- Must be 19+

Family Fun Zone (Art-Fun-Market):

Regular Hours of Operation: Free Days 1pm to 9pm; and Main Stage Days: Limited hours

Location: Victoria Park

Coordinator: Nicole Heddema

- Excellent people skills
- Patience, be caring, sensitive
- Oversee “The Artisan Market”, “Art By The River”, , and the all-ages games area
- Encourage folks to play and take part
- Ensure folks are using the games in a safe way
- Create fun crafts to do with the youth and families

*Great volunteer area for youth or newcomers

Volunteer Security

Regular Hours of Operation: 11am to 12am Various shifts

Location: Brighton, Victoria Park & Royal Canadian Legion

Supervisor: Jeffery Culbert

- Excellent people skills
- Monitor the Emergency Exits, Artist Entry and RCL parking lot
- Ensure only authorized folks are entering/exiting
- Must be 19 years of age and mature
- Someone who is comfortable with confrontation, but not confrontational
- Report any suspicious behavior to **Jeffery and security team**

*Great volunteer area for newcomers



Accessibility

Regular Hours of Operation: 1pm - 11pm

Location: Victoria Park

Coordinators: Bryce Allen, Chris Vasseur & Jess DeBack

- Excellent people skills
 - Patience, be caring, sensitive
 - Offer folks a gentle ride to and from the festival site
 - Confidence driving a golf cart and escorting guests with accessibility or mobility issues to the festival site
 - Liaison with group homes and individuals for drop off times, parking, etc.
- *We do not manually lift people, we offer rides and support. No manual lifting.

Transportation

Regular Hours of Operation: various shifts

Location: Transportation Centre, Royal Canadian Legion, 606 Spadina Cres. W

Coordinators: Kevin Billinsky

- Must hold a valid driver's license and have acceptable references
- Meet musicians at the airport and drive them to the hotel
- Assist musicians with equipment and luggage (some heavy lifting)
- Transport musicians to sound checks, media interviews and performances
- Provide standby support for running errands
- Provide standby support for emergencies
- Shift hours vary, can include very early mornings and late evenings
- Provide various pick-ups and drop offs for the festival
- **Must remit a signed Driver's Abstract form by June 15th *must have a valid Driver's License**

Cashiers

Regular Hours of Operation: Weeknights 4pm – 10:30pm, Weekends 12pm-10:30pm

Location: Brighton July 3-4 + Victoria Park July 5-12

Coordinators: Jenn & Laura *(SJF Staff)

- *Retail or banking experience required. **Training provided
- Sell beverage tickets
- Excellent people skills
- Excellent problem solving and math skills
- Money handling and Credit/debit machine knowledge
- Check in with finance team beginning and end of each shift
- **Must attend training session in June 2025**



Green Team (New)

July 3-12, 2025: Free Days + Mainstage Days

Location: Brighton Wetlands Amphitheatre + Victoria Park

Coordinator: Seeking to fill this new position

- Excellent people skills
- Work with Girl Guides Clean Team each evening
- Encourage vendors to keep their areas clean
- Come up with researched ideas on how to keep the festival sustainable, while recycling and reducing waste
- Work with the City of Saskatoon on ways to reduce waste

Promotion Crew (Posters/Programs)

- Put up posters and distribute promotional material across Saskatoon
- Shifts commence in May, running until the festival begins
- Assist with venue signage drop-off in various locations (in the days leading up to the festival), and signage pick up (post festival)
- Please email Naomi at naomi@saskjazz.com directly to see what duties and tasks are available.

Bassment Front of House

Regular Hours of Operation: 7pm - 11pm

Dates: July 3-6 + 10, 2025

Location: The Bassment, 202 4th Ave North

Coordinators: Carol Copeland & Peter Filipowich.

- Greeting/customer service
- Provide Festival information to concert attendees
- Ticket scanning/Stamp concert attendees
- Sell artist merchandise

Brighton Wetlands Amphitheatre (New)

July 3: Coordinator on-site from 4-9pm

July 4: Coordinator on-site from 3pm-10pm

Open hours: July 3: 5:30pm-8:30pm + July 4: 5pm-9:30pm

Location: Brighton Wetlands Amphitheatre

Coordinator: Seeking to fill this new position

- Excellent people skills
- Patience, be caring, sensitive
- Oversee the 2 days at Brighton Wetlands Amphitheatre
- Encourage folks to enter, take a seat & enjoy the music, food trucks, merch and more.
- Support the beer tent team, merch team, and check in with the vendors
- Make sure site is left clean both nights



Satellite Stage Management:

Coordinators: Sean Homenick & Holly Stasiuk

1. The Neighborhood Pop-up Program

Regular Hours of Operation: 11am - 7pm

Location(s): Various outdoor locations throughout the city

- Outdoor free stages in Saskatoon
- Place chairs and signage at stage
- Stage coordination
- Provide Festival information to public/distribute promotional material
- 50/50 sales (new in 2025)
- Public Speaking Required

2. Outreach

Regular Hours of Operation: 12pm - 4pm

Location(s): Various care homes across Saskatoon

Community shows in care homes

- Liaison with recreation directors
- Excellent people skills
- Provide Festival information to public/distribute promotional material
- Public Speaking Required

3. The Bassment

Regular Hours of Operation: 7pm - 11pm

Dates: July 3-6 + 10, 2025

Location: The Bassment, 202 4th Ave North

- Provide Festival information to concert attendees
- Artist hospitality
- All shows:
 - Doors @ 7:00, Show @ 8:00, 2 x 45 Minute Sets with 1 x 15 - 20 minute intermission
 - Shows will end at roughly 9:45 pm each evening with a capacity of 175 ppl
- Public Speaking Required

4. The Maurice Drouin Lounge

Regular Hours of Operation: 9pm – 12:30am

Location: Bokeh Lounge in Alt Hotel, 480 2 Ave S

Dates: July 4, 5 & 11

- Greeting/customer service
- Provide Festival information to concert attendees
- Artist liaison
- Sell artist merchandise
- Artist hospitality



Set up and Take Down

Regular Hours of Operation: 10am - 5pm (Various shifts and start times)

Location: Victoria Park

There are usually about 3-4 days of set-up and about 2 days of take down

Coordinator: Seeking new Coordinators for 2025

- Set-up/take down equipment and other items
- Set up/take down tables/chairs/tents, decorate tents
- Clean, hang up and take down signage
- Ensure items do not get stolen or damaged
- Deliver resources to different festival areas
- Take inventory and organize storage units
- Tasks could be physically demanding and may require teamwork
- Excellent problem-solving skills
- Some heavy lifting for those who are capable, not required for all
- Marketing & Communications staff to assist with signage

Office Support

Available throughout the year.

Location: Saskatchewan Jazz Festival, Suite #400 - MacMillan Building 135-21st St. E, Saskatoon

- Organize the storage room
- Take inventory of t-shirts (organize merchandise by size & style)
- Go through keys and locks, and then downsize accordingly
- Ensure "Event Kit" is stocked
- Label boxes for proper venues
- Declutter, recycle, organize
- Reach out to food vendors, booths, build the family fun area with support from staff
- Site Maps: Work closely with Jeff to create the 2025 site maps. *Graphic/computer skills an asset
- Please email Jeff at jeff@saskjazz.com directly to see what duties and tasks are available