

## **2026 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 5-11, 2026

- 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 5-11, 2026

- Must be 19+ 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

- 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: Victoria Park and Pop-Up Performances

Dates: July 5-11, 2026

- 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

- 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 5-11, 2026

- 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

- 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

- 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

\*Great volunteer area for newcomers

## **Accessibility**

Regular Hours of Operation: 1pm - 11pm

Location: Victoria Park

- Excellent people skills
- Patience, 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

- 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 have a valid Driver's License**

**\*\*Must remit a signed Driver's Abstract form by June 15<sup>th</sup>**

## **Cashiers**

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

Location: Victoria Park July 5-11, 2026

- 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

**\*Retail or banking experience required**

**\*\*Training provided**

**\*\*\*Must attend training session in June 2025**

### **Green Team (New)**

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

Location: Brighton Wetlands Amphitheatre + Victoria Park

- 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)

### **Bassment Front of House**

Regular Hours of Operation: 7pm - 11pm

Dates: TBA

Location: The Bassment, 202 4th Ave North

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

## **Satellite Stage Management:**

### **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
- 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: TBA

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

Dates: TBA

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

- 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

- 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**

- Merchandise inventory
- Ensure “Event Kit” is stocked
- Label boxes for proper venues
- Declutter, recycle, organize