

EVENT ASSISTANTS

Several events or series require one or more volunteers who will help provide a positive experience for audiences by assisting with the coordination of the event.

GOALS

- To ensure that the event runs smoothly by helping to coordinate seating of the audience, and setting up and taking down chairs where necessary.
- To provide a friendly representation of THIN AIR.
- To answer audience questions/concerns or direct them to the appropriate staff person.
- To help THIN AIR collect pertinent information about attending audiences

BENEFITS

- An unparalleled opportunity to experience the premiere events of THIN AIR.
- Free access to all Mainstage events.
- Special gifts and favours as part of the Volunteer Appreciation Package.

JOB TASKS

- Assist with venue prep and clean-up, helping with chairs, signage, etc.
- Count attendance at each performance.
- Greet audience at the entrance, and assist with seating if necessary.
- Hand out and collect audience surveys.
- Encourage audience to enter the door prize draw & sign the PEN petition, where applicable.

ORIENTATION

- Hospitality Suite at the Inn at the Forks (Room 412) – Sunday, Sept 19, noon – 5:00 pm
- Alternative: THIN AIR office (624-100 Arthur) – Tuesday, Sept 14 or Wednesday, Sept 15, 9:00am – 4:00pm.
NOTE: attending one of these check-ins is imperative

QUALIFICATIONS

- An ability to work in a speedy and organized fashion
- An ability to anticipate audience needs
- Friendly and out-going

REPORTING

- overall questions/concerns: Karen San Filippo, Volunteer Coordinator

THE FOLLOWING SHIFTS ARE AVAILABLE:

Full Series:

Monday, Sept 20 to Friday, Sept 24, 11:45 am – 1:15 pm

The Nooner (series) – 1 volunteer

Carol Shields Auditorium, Millennium Library

Monday, Sept 20 to Friday, Sept 24, 2:00 – 4:00 pm

Afternoon Book Chats (series) – 1 or 2 volunteers

McNally Robinson, Polo Park

Monday, Sept 20 to Friday, Sept 24, 4:00 – 6:00 pm

Big Ideas (series) – 1 volunteer

Carol Shields Auditorium, Millennium Library

Friday, Sept 24 and Saturday, Sept 25, 10:00 pm – 12:30 am

After Words (series) – **2 or 3 volunteers**

Aqua Books , 274 Garry St.

Note: for the series events, preference will be given to those who are available to volunteer at that series for the entire week (5 days; 3 days for After Words).

Single Events:

Sunday, Sept 19, 6:30 – 9:00 pm

Opening Night at Oodena – **2 or 3 volunteers**

Oodena at The Forks

Monday, Sept. 20, 6:30 – 8:30 pm

Stella's Party with Marie-Louise Gay – **1 volunteer**

McNally Robinson, Grant Park

Friday, Sept 24, 2:00 – 5:00 pm

Panel: – **1 volunteer**

Eckhardt-Gramatte Hall, U of W

Saturday, Sept 25, 3:30 – 5:30 pm

Pint of Bitter Murder – **2 volunteers**

Aqua Books, 274 Garry St.