

ABOUT VOLUNTEERING WITH PUSH

We are now accepting volunteer applications for the 2017 PuSh Festival (January 16 – February 5, 2017). Go to <http://pushfestival.ca/volunteer> for information and to submit an application. **Deadline to apply is December 9, 2016.**

Volunteer for the PuSh Festival, make some friends and help spread the love. We have lots of opportunities for people with a variety of skills, passions and interests.

EACH VOLUNTEER WILL RECEIVE:

- A PuSh Festival t-shirt
- An invitation to the Festival Closing Party for yourself and a friend
- Free admission to shows in the PuSh Festival (subject to availability)
- A volunteer badge that allows each volunteer exclusive access to additional PuSh Festival shows (subject to availability)

Volunteers must commit to a minimum of four shifts at a minimum of four hours each shift. Each four-hour shift equals one show ticket. So four shifts worked = four show vouchers!

VOLUNTEER JOB DESCRIPTIONS

PROGRAM GUIDE DISTRIBUTION

- This position is principally pre-festival – starting in November
- A vehicle or bike with basket/panniers is required
- Pick up festival programs from PuSh Festival office (in central Vancouver)
- Drop off programs at designated points in various areas of the city
- Return to designated spots and drop programs in same places four times, roughly every two weeks
- Provide an updated list of the places you've distributed to (if there are changes)

ADMIN SUPPORT

- This position is principally pre-festival – starting in November
- Contact volunteers to confirm skills, availability, etc
- Prepare welcome packages for artists, assembly participants, volunteers
- During the festival contact volunteers with shift reminders

VENUE CAPTAIN

- Must possess strong leadership skills with previous Festival volunteer or

leadership experience

- Coordinate and supervise Usher and Box Office volunteers at specified Festival venues
- Venue Captains are selected through an interview process, attend an additional training session, and commit to a minimum of eight shifts during the festival

USHER

- Greet audience members at the door
- Examine tickets or passes to verify authenticity
- Manage audiences flow and answer the public's questions
- Support box office personnel as needed
- Must be comfortable dealing with the public

BOX OFFICE SUPPORT

- Provide support to box office staff
- Manage will-call ticket lists
- Manage line-ups and crowd control
- Must be comfortable dealing with the public
- Box Office volunteers will not be required to handle cash or credit card transactions

HOSPITALITY

- Set-up and clean-up for receptions
- Able to carry and move boxes of supplies 25lb
- Prepare and serve food to artists and patrons
- Driver's license and car is an asset
- Serving It Right is an asset

ARTIST TRANSPORTATION

- A valid Driver's license, your own vehicle with \$2 million liability insurance, and a cell phone are required
- Pick up and drop off artists to/from airport, and to/from designated points
- Applicants with a BC Class 4 driver's license are encouraged to consider this role!
- Must have an excellent understanding of Vancouver geography, including places to eat, sight see, etc.
- Artist Transportation volunteers will be reimbursed for necessary parking and mileage (between pickup and drop off point, not from volunteers' homes)

ASSEMBLY HOSTING

The PuSh Assembly is a networking/conference event for the performing arts industry. It's comprised of several events to which delegates, participants and presenters have pre-registered.

- Assist with set-up, hosting, and clean up at PuSh Assembly events
- Prepare food and other hospitality preparation tasks
- Must be comfortable dealing with the public

CLUB PuSh

Club PuSh, on Thursday to Sunday nights during the festival, presents an array of artists in a lively and loud club setting.

- General front of house and ushering duties at Club PuSh
- Must be 19 years or over to volunteer at Club PuSh
- Roles include: Hospitality, Usher, Coat Check, Box Office Support, Security

PHOTOGRAPHY/ VIDEOGRAPHY

- Take photos or videos at assigned Push Festival events
- Must have own camera and equipment
- Must be comfortable dealing with the public
- Copyright and rights to the images remains with photographer, photographer consents for the PuSh Festival to use the images (with crediting) for promotional purposes
- Please note that photography is usually not permitted of artists and/or at performances, unless prior consent is given.

VOLUNTEER POLICY

The PuSh International Performing Arts Festival Society agrees to:

- Protect Volunteer Personal Information in accordance with British Columbia's Freedom of Information and Protection of Privacy and the Personal Information Protection Acts;
- Treat Volunteers respectfully;
- Provide adequate training and information prior to a volunteer's first shift;
- Provide a complete schedule of volunteer requirements prior to the start of the Festival (consideration will be given to requests from volunteers to work specific shows/venues);
- Provide one complimentary ticket to each performance worked or one ticket voucher for each four-hour shift is completed. Ticket vouchers can be redeemed for eligible performances during the 2017 Festival (subject to availability);
- Provide volunteers with suitable identification for the duration of duties.

The Volunteer agrees to:

- Submit, prior to advertised deadline, a completed Volunteer Application Form;
- Treat the PuSh International Performing Arts Festival Society respectfully;
- Act as an ambassador for the Festival to the public using the information provided by the Festival;
- Attend the Volunteer Training Session (one evening in early January);
- Commit to a minimum of four four-hour shifts over the course of the Festival (consideration will be given to requests from volunteers to work specific shows/venues);
- Complete, in full, a minimum of four shifts of four hours each over the course of the Festival;
- Display name identification provided by the Festival for the duration of each active shift;
- Please note, a volunteer will be a person 14 years of age or older. Special consideration may be given to younger volunteers.
- The Festival reserves the right to dismiss volunteers from duty without notice when volunteer's behaviour is in direct contravention with any of the clauses above.
- Volunteers have the right to remove themselves from duty, and lodge an official complaint with Festival management, when Festival staff, volunteers, or artists' behaviour is in direct contravention with any of the clauses above.

Volunteers, by virtue of their contribution to the "PuSh International Performing Arts Festival Society" are entitled to a membership to the Society in exchange for the work that they do. Please note on the Volunteer Application Form if you would like to be counted as a member of the Society and receive benefits, including invitations to special PuSh events, yearly newsletters and early access to PuSh pass purchasing!

Each volunteer who commits to a four-hour shift will receive one free pre-booked admission to an eligible performance (subject to availability). Volunteers need to commit to at least four shifts. Unfortunately we cannot ensure entry into the PuSh Volunteer Program if a volunteer is unable to commit to a minimum of four four-hour shifts.

All volunteers working Front of House shifts (Box Office, Ushering, Photography, etc) will have a pre-booked seat to see the performance worked, therefore that performance will be the complimentary show you're entitled to. For volunteer shifts that do not allow the option to watch the performance as part of the shift, you will receive a ticket voucher (one ticket voucher for every four-hour shift worked) that can be redeemed for a ticket to an eligible PuSh Festival performance during the Festival, subject to availability. Requests to redeem tickets vouchers must be received by email to the Volunteer Coordinator at volunteer@pushfestival.ca, a minimum of 72 hours before the performance date/time.

Application to Volunteer

(PLEASE COMPLETE IF YOU CANNOT APPLY ONLINE AT PUSHFESTIVAL.CA)

Contact Information

Name*

Email*

Address*

City*

Province/State*

Country*

Postal/Zip Code *

Phone (primary)*

Phone (secondary)

About You

Areas of Interest* (Maximum of two areas of interest.)

- Program Guide Distribution
- Admin Support
- Venue Captain
- Usher
- Box Office
- Hospitality
- Artist Transportation
- Assembly Host
- Club PuSh
- Photographer/Videographer
- PuSh Young Ambassador

Availability

General Availability* (Check at least one period of availability for volunteer shifts.)

- Pre-Festival (November-December)
- Festival (January 16-February 5)
- Post Festival (February)

Daily Availability* (Check at least one period of availability for volunteer shifts.)

- Weekdays (daytime) 10am–5pm

- Weekdays (evening) 5pm–10pm
- Weekends (daytime) 10am–6pm
- Weekends (evening) 6pm–12am

Additional comments about availability

General Information

Have you previously volunteered for the PuSh Festival

- Yes
- No

Date of birth:

Are you 19 years or older? * Volunteers at Club PuSh must be 19 years or older.

- Yes
- No

Do you have a First Aid certification?

- Yes
- No

Do you have a Serving It Right™ certification?

- Yes
- No

Do you have a valid driver's license?

- Yes
- No

Do you own a vehicle, or have regular access to one?

- Yes
- No

Languages spoken?

Indicate any languages spoken and the level of proficiency.

How did you hear about volunteering for the PuSh Festival?

Why do you want to volunteer for the PuSh Festival?

Please describe any special skills and interests, allergies, physical limitations (or any other information you think is pertinent).

What size T-shirt would you like? Volunteers receive a PuSh Festival T-shirt to wear during their shifts. T-shirts are unisex.

- Small
- Medium
- Large
- Extra Large

Emergency Contact Information

Name*

Relation*

Phone*

Terms

I would like to be a member of the PuSh International Performing Arts Festival Society

- Yes!

Membership in the PuSh International Performing Arts Festival Society ensures that you will be kept informed of the ongoing activities of the PuSh Festival, and that you will receive an invitation to PuSh's Annual General Meeting, which typically takes place in July.

I have read and understood the PuSh International Performing Arts Festival Volunteer Policy*

Yes! I agree

Add my email to the PuSh Festival list for volunteering, event, programming, and promo updates:

Yes!

Please print and return this volunteer application form only if you cannot complete the online form at pushfestival.ca.

You may email or post this for to the Volunteer Coordinator at
volunteer@pushfestival.ca

Or post to:

Attn: Volunteer Coordinator
PuSh International Performing Arts Festival
110-750 Hamilton Street
Vancouver, BC, V6B 2R5