

VOLUNTEER PROGRAM



Volunteer Benefits:

- An Adäka Volunteer t-shirt
- For every hour you volunteer, you will receive a \$1.00 credit that can be spent in our gift shop and gallery or on performance tickets and workshop registration
- Volunteers who work 20+ hours will receive an Adäka water bottle

Volunteer Expectations:

- Once registered, please attend our volunteer orientation on Wednesday, June 27th from 6:00pm to 7:30pm. We will just be showing you around the Festival site, introducing you to the staff and giving a quick run down on your roles. Don't worry, dinner will be provided!
- Enjoy yourself! Have fun in the creative atmosphere and high energy that surrounds our Festival. Let our artists know that you respect and enjoy their talents and let visitors know that they are welcome.
- Introduce yourself as a volunteer. Be familiar with activities and get to know the artists, staff and other volunteers. Be friendly, help answer questions, or help them find someone who can.
- Please be understanding in that although we try our best to schedule you in the area you would prefer, we may have to move you around according to where you are needed most. Our Festival is a fast-paced, dynamic environment and a little flexibility can go a long way in ensuring it runs smoothly.
- Be attentive! Little things count. Helping to straighten chairs, wipe tables, pick-up garbage, or simply lending a hand when someone is stressed or needs help – it can make a world of difference!
- Please show up for your volunteer shift on time. If you realized you've scheduled yourself in for a shift that you are unable to work, please try your best to let us know 24 hours in advance.

Volunteer Positions:

Please note that although some experience may be considered an asset for some positions, it is not necessary and some additional training sessions can be provided if needed!

- **Elder's Tent**
Serving elders tea and bannock and maintaining the tent and fire pit.
Note: the Elder's Tent is generally not open in the evenings.
- **Front of House**

- Welcoming and directing festival guests, promoting the Festival program, conducting visitor surveys, keeping count of visitors, checking tickets for ticketed events, and basic administrative support.
Knowledge of Whitehorse and an outgoing personality is an asset.
- **Gallery**
Assisting with organizing artwork for inventory and pricing before and after the Festival, basic gallery security, and conducting sales of gallery artwork.
Gallery, retail, and sales experience is an asset.
 - **Gift Shop**
Setting up and maintaining attractive merchandise displays, conducting sales of merchandise, selling event tickets, managing workshop registration, and handing out artist's accreditation packages
Experience with retail and sales is an asset.
 - **Hospitality**
Setting up and maintaining the artist/staff/volunteer hospitality room, making coffee and tea, putting out and preparing basic food platters, and assisting with serving and preparing for special events.
Food Safe certification is an asset.
 - **Logistics/Floater**
Set-up and take-down for the Festival, moving chairs and tables to set-up for performances and events, garbage and recycling, odd jobs, staff support and filling in any position where help is needed.
Note: some heavy lifting may be required.
 - **Performance and Presentation Support:**
Assisting with setting set-up and take down for different performances on the Main Stage and cultural presentations throughout the building, assisting with seating elders, keeping count of visitors, basic security, keeping the fire exits clear, and general performance support.
 - **Special Events**
Food, service, set-up, take down, and general assistance for special events throughout the Festival. Special events include the opening and closing ceremonies, the elder's tea, the artist's awards, the fashion show, and the community feast.
Note: if you would like to be involved in the fashion show, please indicate on your registration form or email our volunteer coordinator for more information.

Volunteer registration forms available at adakafestival.ca or at the Festival office