

Communications (Radios) Coordinator

This position requires someone to be responsible for on site communications during the festival. This is primarily handled with two radio networks used by staff members. The successful applicant must make sure key staff members have available communications with each other from set-up to take-down as well as during the festival. The successful applicant must possess the following skills/knowledge: technical understanding and experience in radio communications, technical understanding and experience in radio communications, technical understanding and experience in radio equipment (setting up and taking down equipment), communicate clearly and educate staff and work shift volunteers on radio procedures and etiquette. The successful applicant must also have strong management skills, good interpersonal skills enabling them to work with both staff and festival attendees and maintain proper procedures on the radio networks.

Pre-Festival duties consist of the following:

- If the successful applicant is not the off season Communications Manager then there are no pre-festival needs.
- If the successful applicant is also the off season Communications Manager then he/she must maintain the radios and PA system during the off season by periodically charging batteries. This is done every couple of months and takes a couple of days to cycle all the batteries through the charging system
- Attend Dragonfest Staff Meetings as necessary or required
- Ensure the Kiosk Coordinator/Lieutenant has the Volunteer Shift Requirements
- Prior to the festival, the successful applicant will need to prepare all radio equipment and make sure everything is in good operating conditions. This may take one or two days.

Festival duties consist of the following:

Set Up:

- Set up charging station. (2 hours the day before set up)
- Set up communications center. (Full day of set up)
- Distribute radios as needed to set up staff

Festival:

- Check in, educate, and supervise Dispatchers at the beginning of their work shifts. (10-15 minutes every 2 hours from 10am to 4 pm)
- Act as Dispatcher during hours the Communications Center is not manned or as long as the radio net is in operation. (4pm to 10 am)
- Ensure batteries are charged and available for the radios. Deliver them, if needed, to remote areas. (About one or two hours spread over each day)
- Be available during most day time hours to take care of any communications issues.

Take Down:

- Take down Communication Center and store equipment (two hours)
- Maintain active radio network until takedown has been completed. (All day on take down)
- Collect all portable radios and store.

Post Festival duties consist of the following:

- If the successful applicant is not the off season Communications Manager then there are no pre-festival needs.
- If the successful applicant is also the off season Communications Manager then he/she must maintain the radios and PA system during the off season by periodically charging batteries. This is done every couple of months and takes a couple of days to cycle all the batteries through the charging system

Communications (Radios) Lieutenant(s)

The successful applicant must possess the following skills/knowledge: technical understanding and experience in radio communications, technical understanding and experience in radio communications, technical understanding and experience in radio equipment (setting up and taking down equipment), communicate clearly and educate staff and work shift volunteers on radio procedures and etiquette. The successful applicant must also have strong management skills, good interpersonal skills enabling them to work with both staff and festival attendees and maintain proper procedures on the radio networks.

Pre-Festival duties consist of the following:

- Attend Dragonfest Staff Meetings as necessary or required

During Festival duties consists of the following:

Set Up:

- Assist the Coordinator as needed in set up charging station. (2 hours the day before set up)
- Assist the Coordinator as needed in set up communications center. (Full day of set up)
- Assist the Coordinator as needed in distribution of radios as needed to set up staff

Festival:

- Assist the Coordinator as needed in Check in, educate, and supervise Dispatchers at the beginning of their work shifts. (10-15 minutes every 2 hours from 10am to 4 pm)
- Act as Dispatcher, when the Communications Coordinator is not available, during hours the Communications Center is not manned or as long as the radio net is in operation. (4pm to 10 am)
- Assist the Coordinator as needed in to ensure batteries are charged and available for the radios. Deliver them, if needed, to remote areas. (About one or two hours spread over each day)
- Be available, if the Communications Coordinator is not available, during most day time hours to take care of any communications issues.

Take Down:

- Assist the Coordinator as needed in the take down of the Communication Center and store equipment (two hours)
- Assist the Coordinator as needed in to maintain active radio network until takedown has been completed. (All day on take down)
- Assist the Coordinator as needed in collection of all portable radios and store.

Post Festival duties consist of the following: None