

Kiosk/Work Shift Coordinator

There is a Kiosk Booth onsite near the Community Center at the festival. Along with being the center for dispensing general information, the Kiosk is also the location where festival goers sign-up for the various work shifts available. Work shifts normally consist of two hour stints and all attendees 16 years and older are required to sign up for at least one work shift

The successful applicant must be highly organized, fluent in English, able to do simple math, able to maintain and keep accurate records, computer literate and familiar with word processing programs. He/she must also be friendly, personable, possess strong problem solving skills, and able to deal with the public in a polite and tactful manner. The successful applicant must be willing to commit to minimum of 10 hours a week during the July and the early part of August. The time commitment during festival is on a daily basis as needed and post festival time commitment will be approximately 10-12 hours.

The most important factor in the successful operation of the Kiosk is the ability to work as a member of a team with the rest of the Dragonfest staff. Clear communication and exchange of information are vital.

Pre-festival duties consist of the following:

- Attend Dragonfest Staff Meetings as necessary or required.
- Attend the site visit in order to insure the spot needed for Kiosk is available and locked in
- The Kiosk coordinates with other departments of the festival to determine
 - What departments need work shifts and how many work shifts will be required
 - How many volunteers will be required for each work shift
 - The starting/ending times of each work shift required.
- Provide a grid-type worksheet for work shift requests to be distributed to/filled in by each department requesting work shifts in late May or early June.
- Collect work shift worksheets w/detailed job descriptions of each work shift from each department requesting work shifts in late July.
- Inventorying and ordering any needed supplies for Kiosk
- Obtain final numbers of registered attendees from the Registration Coordinator once registration has close. Once final numbers are obtained, match work shift requests with the number of available, eligible attendees to fill slots and determine if all work shift requests can be filled.
- Take into consideration the number of attendees who will cancel before festival (typically 50-75) and make adjustments to the work shifts as necessary.
- Create Work Shift Sign-up Boards, notebook(s) for Kiosk paperwork, sign-in sheets for each area requesting work shifts.
- Coordinate with the Registration Coordinator/Database Manager to obtain sign-up stickers and lists of all attendees needed for the day to day operation of Kiosk at the festival

Festival duties consist of the following:

- Arrive in time for set-up to be able to coordinate with the Set-up Crew where things need to be
- Organize and set-up stations in the Kiosk Tent
- Distribute sign-in sheets, clip boards to departments requesting work shifts
- Supervise the opening, shift changes and closing of Kiosk as necessary
- Attempt to find volunteers for any work shift that remains unfilled or where volunteers failed to report for their shift
- Be available as needed on a daily basis through festival

Post-festival duties consist of the following:

- Collect the Gate Logs, Work Shift Board and all Work Shift Sign-in Sheets from each department requesting work shifts
- Breakdown of the Kiosk Center, inventory equipment and supplies
- Cross check Gate Logs and with Shift Board and all Work Shift Sign-in Sheets to determine who did not complete a work shift.

Kiosk/Work Shift Lieutenant

The successful applicant must be highly organized, fluent in English, able to do simple math, able to maintain and keep accurate records, computer literate and familiar with word processing programs. He/she must also be friendly, personable, possess strong problem solving skills, and able to deal with the public in a polite and tactful manner. The successful applicant must be willing to commit to minimum of 10 hours a week during the July and the early part of August. The time commitment during festival is on a daily basis as needed and post festival time commitment will be approximately 10-12 hours.

The most important factor in the successful operation of the Kiosk is the ability to work as a member of a team with the rest of the Dragonfest staff. Clear communication and exchange of information are vital.

Pre-festival duties consist of the following:

- Attend Dragonfest Staff Meetings as necessary or required.
- Attend the site visit in order to insure the spot needed for Kiosk is available and locked in
- Assist the Kiosk Coordinator with coordination of other departments of the festival to determine
 - What departments need work shifts and how many work shifts will be required
 - How many volunteers will be required for each work shift
 - The starting/ending times of each work shift required.
- Assist the Kiosk Coordinator in providing a grid-type worksheet for work shift requests to be distributed to/filled in by each department requesting work shifts in late May or early June.
- Assist in the collection of the work shift worksheets w/detailed job descriptions of each work shift from each department requesting work shifts in late July.
- Assist w/inventorying and ordering any needed supplies for Kiosk
- Assist the Kiosk Coordinator in obtaining final numbers of registered attendees from the Registration Coordinator once registration has close. Once final numbers are obtained, match work shift requests with the number of available, eligible attendees to fill slots and determine if all work shift requests can be filled.
- Take into consideration the number of attendees who will cancel before festival (typically 50-75) and make adjustments to the work shifts as necessary.
- Assist in the creation of Work Shift Sign-up Boards, notebook(s) for Kiosk paperwork, sign-in sheets for each area requesting work shifts.
- Assist in the coordination with the Registration Coordinator/Database Manager to obtain sign-up stickers and lists of all attendees needed for the day to day operation of Kiosk at the festival

Festival duties consist of the following:

- Arrive in time for set-up to be able to coordinate with the Set-up Crew where things need to be
- Assist in the organizing and set-up stations in the Kiosk Tent
- Assist in the distribution of sign-in sheets, clip boards to departments requesting work shifts
- Assist in the supervision of the opening, shift changes and closing of Kiosk as necessary
- Assist the Kiosk Coordinator in the attempt to find volunteers for any work shift that remains unfilled or where volunteers failed to report for their shift
- Be available as needed on a daily basis through festival when the Kiosk Coordinator is not available

Post-festival duties consist of the following:

- Assist in the collection of the Gate Logs, Work Shift Board and all Work Shift Sign-in Sheets from each department requesting work shifts
- Assist in the breakdown of the Kiosk Center, inventory equipment and supplies

- Assist the Kiosk Coordinator with the cross checking of Gate Logs and with Shift Board and all Work Shift Sign-in Sheets to determine who did not complete a work shift.