

Kingston WritersFest looks for dynamic, book-loving people to volunteer during our annual Festival, which would not be possible without the nearly one hundred amazing volunteers that support us each year. Whether you have a lot of time or just a little, we have volunteer roles that are suited to your skills and expertise.

Apply to be a volunteer at the Kingston WritersFest:

Complete the [online Volunteer Application form](#) on our website and click submit

PLEASE NOTE: All volunteers must complete the Volunteer Application form as follows, please read carefully:

Returning Volunteers: *“I volunteered in 2019!”*

A returning volunteer is someone who volunteered at the 2019 Kingston WritersFest.

If you have volunteered in the past, but not last year, please apply as a ‘new’ volunteer.

New Volunteers: *“I’m new to Kingston WritersFest OR I’ve volunteered before but not in 2019.”*

New volunteers may be required to complete a phone interview, as arranged by the Volunteer Manager.

Do you need more information? Contact our Volunteer Manager, Moira Demorest by sending an email to volunteers@kingstonwritersfest.ca.

Application deadline: September 20

Volunteer Job Descriptions

Attendance Tracker

Are you interested in helping the Festival collect demographic information? Curious about who actually attends the Festival? This new role will contribute important attendance information to the Festival’s statistical analysis by getting accurate counts of attendance. Discretion is key in this role as you ‘drop in’ on events to do targeted head counts.

This is a role designed to aid the Marketing Manager in getting a more accurate picture of KWF attendees. In this role, you will be asked to go from session to session, including master classes during your shift, and record important demographic information (headcounts as specified on the head count report form). You will pick up a clicker, and the form and clipboard from the volunteer lounge and discreetly make your way from event to event.

Captain

Do you see yourself as a leader? Your calm, competent manner is important in your work with a team of ushers and with the event Stage Manager. If so, we need your help to run event front-of-house.

As Captain, you play a pivotal leadership role in the smooth running of the event. The Captain controls the house (that is: the hallway; everything inside the doors to the event space, including the audience seating, up to the front edge of the stage). You lead a team of ushers who will take direction from you. Your calm and competent manner will reassure and encourage your team and festival goers alike.

You co-operate with the event Stage Manager to manage the event, and report to the Volunteer Manager.

Driver

Do you love to drive? If you are great with people, have good knowledge of the city and access to a vehicle in good working condition, a valid driver's license and auto insurance, the Transportation team needs your help to pick up and drop off authors or run errands.

As Festival Driver, you do much more than just provide transportation. You're the Festival's first ambassador for our out-of-town guests, and your courtesy and warmth will help them feel comfortable and at-home. Like the best of chauffeurs, you transport Festival authors with professionalism and pride

Field Trip Teacher Assistant

Do you like young people? Are you able to take charge of small groups of bright, motivated teens as you help the teacher to supervise their students? If so we need your help for our youth program to escort students to and from events.

The Field Trip Teacher Assistant provides supervisory support for high school teachers arriving at the Festival with their students. Your rapport with teenagers is a huge asset as, with good humour and a firm hand, you help teachers to guide and supervise groups of enthusiastic students as required.

Greeter

Do you love to welcome and interact with people? If you are warm, enthusiastic, and prepared with key knowledge about the Festival, we need your help as primary ambassadors to greet authors and attendees.

As the person who welcomes guests and authors to the Holiday Inn, you're the face of the Festival. Your warmth, knowledge, and enthusiasm will put people at ease and spark excitement, so please smile and share your expertise! You will stand or sit in the lobby of the Holiday Inn near our Festival banner, near the front door.

You report to the Volunteer Manager.

Hospitality

Do you want to improve the experiences of our authors and volunteer team? Do you enjoy food and serving and believe in keeping an area clean and tidy? If so, join our hospitality team where you'll be working in the Author Hospitality Suite or Volunteer Lounge making sure these areas are clean and inviting places to relax before or after an event.

As the host on duty, your role is to maintain the Author Hospitality Suite and the Volunteer Lounge, making sure they are warm and welcoming, that the display of foods and beverages is fresh and inviting. The Author Hospitality Suite (the St. Lawrence room), on the fifth floor of the Holiday Inn is our guest authors' home-away-from-home, and also serves as the 'green room' – the holding room where authors and moderators await their call to go onstage.

The Volunteer Lounge (the Cataraqui room) across the hall does double duty as a place for volunteers to relax before or after an event, and as a meeting place where information is exchanged and teams meet before they begin their shift. It's important that these spaces are always clean and inviting.

You report to the Hospitality Manager, and follow their guidelines about presentation and timing of the food, which has been donated by local restaurants.

Rover

Are you an experienced volunteer with the Festival, flexible and ready to step in to any position when you arrive for your shift? If so, we need the help of our experienced volunteers to fill in, as needed.

The Rover, a seasoned festival volunteer, works in all capacities, as needed. Rovers fill in for volunteers who can't make their shift, or jump in to help when things get really busy. You will be assigned duties when you turn up for your shift. You must be flexible, a reliable team player who is able to perform multiple tasks.

Your previous volunteer experience at the Kingston WritersFest and solid knowledge of each of the volunteer jobs are essential. This is an important role in supporting the smooth operations of the Festival.

You report to the Volunteer Manager.

Set Up/Tear Down Crew

Volunteers can help at the beginning or end (or both) by brining supplies up to the designated Festival rooms. Chairs will need to be placed, as well as other staging equipment. It is paramount that you are in fit condition to lift heavy items. Wear comfortable clothes and solid, working shoes. In this position, volunteers will be under the direction of the Production Manager, but can take on this job in addition to other festival roles.

Sponsorship Team

Sponsorship team members are involved in stewardship of sponsors, donors, and patrons. They help plan and promote events and host sponsor/donors during Festival events. These hosts are scheduled for each event. They stand near the ticket-takers; when sponsor/donors arrive, they introduce themselves and escort them to their seats. At the end of the event, where applicable, they introduce the sponsor/donor to the author and facilitates the sponsor/author photograph. Depending on your skills and interests you may be asked to participate in off-season promotional events and social media, market research assistance.

Stage Manager

Do you take pride in ensuring that the stage is set, the curtain goes up on time and all technical aspects of an event run smoothly? If so, we need your help in this vital behind-the-scenes role.

You control the back-stage aspect and timing of the event and co-operate with the event Captain and Sound/Light Technician to manage the event.

You report to the Production Manager.

Ticket Sales

Do you like interacting with people? Can you handle cash and provide information in a pleasant and competent manner? If so, we need your help in this important front-line role.

As Ticket Seller, you work during the festival at the Festival Onsite Box Office on the sixth floor of the Holiday Inn, either on the Ticket Sales desk or Pass/Comp desk. You may also be scheduled on the ticket desk at an off-site event. You must have customer service experience and cash handling experience and be able to maintain focus during short bursts of intense activity.

You report to the Ticketing Manager.

Usher/Line Facilitator

Do you like to see an event well run, with guests moving easily in and out of the venue, and those with special needs helped in a timely and pleasant manner? If so, we need your help to ensure our audiences have a positive experience.

Ushers ensure that our guests move comfortably in and out of the venue. As a bonus, they get to enjoy the events—even those that are sold out! (*Some restrictions may apply; see details below.) Ushers are well-informed about their events, about the program, and about Kingston since they will have the most contact with the audience and guests. Being able to answer questions increases audience satisfaction — and you'll have more fun, too.

The usher reports to the event Captain for each event, and is under the supervision of the Volunteer Coordinator.

*You may be asked to do a little light lifting, if chairs need to be re-arranged or rows straightened, or bending, if items need to be picked up off the floor.

Wrangler

Do you like to make sure our guest authors are well cared for before, during and after their events? If so, we need your help in escorting and meeting the immediate needs of our authors.

Wranglers work directly with our guest authors, meet their immediate needs and escort them to their venue on time. The Wrangler shadows the assigned writer throughout each of his or her events, and afterwards, through the book signing. In your role of Wrangler, your warmth, discretion, and common sense will add immeasurably to the visiting artist's sense of comfort and their enjoyment of the Festival. Because you are the person with whom an author may have most contact, you are expected to know the festival and its protocols inside out, and be able to answer their questions or direct them to someone who can.

You report to the Volunteer Manager.

Have you been a volunteer with WritersFest for 3 or more years? Are you interested in a bigger role? Check out the role below and indicate on your application if you are interested.

Onsite Supervisor (4)

Must have the ability to respond quickly, reach out to volunteers to fill last minute cancellations, and to be able to be flexible in re-organizing volunteers already onsite.

- supervise volunteers for one, 8 hour shift
- maintain tidy and organized volunteer lounge
- ensure volunteers are available and ready for their shift
- adhere to festival standards and protocols
- ensure volunteers stick to schedule
- troubleshoot/problem site as needed
- must have excellent communication skills
- fair/diplomatic and respectful of others
- ensure confidentiality
- ability to prioritize based on event/festival needs

Distribution Coordinator

A reliable individual with flexibility and dedication to the Festival, who is outgoing and comfortable approaching businesses and libraries with promotional materials for display, the volunteer distribution coordinator works with the director of marketing to plan and execute distribution and to monitor for replenishment promotional materials such as the poster, program guide, and bookmarks. Active from mid-July through the end of August, the distribution coordinator schedule is flexible and based on your availability, with the focus on the earlier part of July.

This is a volunteer role. You will be required to sign a Code of Conduct. Any expenses must be approved in advance by the artistic director.