

General role descriptions for the volunteer tasks found on the QCMF online Volunteer Portal

for more information, please email janettehen@hotmail.com

ROLE	ROLE DESCRIPTION	COMMENTS
Back Stage	Under the direction of the Stage Manager place chairs, stands and some instruments as per the stage set up. See detailed description of Backstage positions below.	Backstage is made up of Stage Manager, Deputy Stage Manager, Assistant Stage Manager and Stage Crew.
Stage Manager (SM)	The Stage Manager is the person in charge of all aspects backstage. Their main responsibilities are to oversee all orchestral set-ups on the stage, have bands enter and exit promptly whilst following a strict time schedule, and maintain a safe workplace. The SM is the "go to" person for any information regarding bands, timings or equipment and acts as the liaison between conductors, teachers, comperes, adjudicators, Front of House staff and other venues.	Please wear quiet shoes and black clothes if possible.
Deputy Stage Manager (DSM)	All Stage Managers have at least one assistant, and the Deputy Stage Manager or DSM, is the Stage Manager's first and most important assistant. While the SM oversees the set-up, it is the DSM who is in charge of running the set-up, and this also includes allocating tasks to individual crew members. If the SM is absent, the DSM steps up into the higher role, and an Assistant Stage Manager will fill the Deputy's position.	Please wear quiet shoes and black clothes if possible.
Assistant Stage Manager (ASM)	The Assistant Stage Manager is best described as "the all purpose technical assistant", the gofer, if you wish. It is the essential, yet thankless position of getting done what-ever needs to get done. It is impossible to predict when you will need an errand run, when you will need an instrument from another venue on campus or even someone to locate a missing school, but one thing is for sure: the ASM is the one person the SM and DSM can always rely on, 110 percent of the time.	Please wear quiet shoes and black clothes if possible.
Stage Crew (CREW)	Under the direction of both the SM and DSM, the role of the Crew is to set the stage with chairs, stands and equipment for each band, according to a detailed stage plan. Similar to that of the ASM, the Crew position is an everything-to-everybody position, making the member and integral part of the team. It is an entry level position used to train persons with little or no experience, while also introducing them into the backstage world of the QCMF.	Please wear quiet shoes and black clothes if possible.
Cooking BBQ	Cook BBQ as required. Under the supervision of Café Manager.	
BBQ Runner	Visiting each location for food orders. Under the supervision of Café Manager.	
Cafe - serving and cleaning	Serve and sell food and drinks. Some food preparation.	
Compere	Announce each performing group to the audience and read their performance information.	Comprehensive notes are provided.
Directors, Hospitality and Volunteers Lounges	Provide a relaxing and congenial atmosphere for visiting conductors and adjudicators. Prepare tea/coffee and liaise with the QCMF Café to provide food.	The Directors Lounge is at Goold Hall and the Volunteers Lounge is in the Augustine Centre. The Hospitality Lounge at St James is in the St James School stall room.
Donation of Cakes, Slices and Curries	Donate cakes/slices and curries for sale for lunch and morning/afternoon teas.	
Food Preparation	Prepare sandwiches and salads and plate cakes.	
Front of House	Supervise the entry or exit to the performance venues. This is a public relations role.	It can be cool inside the Augustine Centre so suggest bringing a warm jacket.
Office Assistance	Prior to the festival, assist with clerical tasks in the Music Office. Sorting, photocopying, follow up.	
Pack Up - Café	Under the direction of the Café Manager, pack up and put the tuckshop back to its former glory.	6.00 - 8.00pm Sunday
Pack Up - Villanova	Under the direction of the Back Stage Manager, pack up the chairs and roll the carpets ready for school on Monday.	3.00 - 6.00pm Sunday - Augustine Centre 4.30 - 7.30pm Sunday - Goold Hall 2.00 - 4.00pm Sunday - Tolle Lege
Pack Up - St James	Under the direction of the venue coordinator pack up the Hall and Church.	4.00 - 5.30pm Sunday
Set Up - Café	Assist with the preparation of the café	12.00 - 3.00pm Thursday
Set Up - St James	Under direction, assist with the setup of venues.	10.00 - 1.00pm Wednesday

QCMF VOLUNTEER ROLES

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Set Up - Villanova	Under direction, assist with the setup of venues.	9.30 - 12.00pm Wednesday - Augustine Centre 9.00 - 12.00pm Wednesday - Goold Hall 3.00 - 6.00pm Thursday - Tolle Lege
Student Ambassador Supervisor	Provide traffic control with the buses outside the Augustine Centre and supervise the student ambassadors at both St James and Villanova venues.	Ideally boys from the Senior School or an adult.
Student Ambassadors	Meet performance groups at either Villanova or St James and escort them to the warm up coordinator.	This role is usually filled by Junior School Students. School Uniform must be worn as well as school jumper.
Ticket Sales and Information	Sell entry tickets and programmes and provide information as required. Check-in volunteers and distribute name badges.	St James volunteers in this role will be located outside, please dress appropriately for the weather.
Venue Secretary	Registration of groups and collection of sheet music prior to the performance and collection of music, adjudication notes and recording at the conclusion of the section.	St James volunteers in this role will be located outside, please dress appropriately for the weather.
Warm Up	Meet and direct groups to designated classrooms for warm-up.	Comfortable shoes, warm jacket, watch and pen are recommended.