

General role descriptions for the volunteer tasks found on the QCMF online Volunteer Portal  
for more information, please email [janettehen@hotmail.com](mailto:janettehen@hotmail.com) or log in to [www.qcmfvolunteering.com.au](http://www.qcmfvolunteering.com.au)

ROLE	ROLE DESCRIPTION	COMMENTS
<b>Back Stage</b>	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.
<b>Deputy Stage Manager (DSM)</b>	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.
<b>Assistant Stage Manager (ASM)</b>	The Assistant Stage Manager is best described as "the all purpose technical assistant", the gofer. It is an essential position to assist in getting things done. It is impossible to predict what and when you will be needed to run an errand 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.
<b>Stage Crew (CREW)</b>	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 an 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.
<b>Cooking BBQ</b>	Cook BBQ as required. Location -Villanova College	
<b>Cafe - serving and cleaning</b>	Serve and sell food and drinks. Some food preparation.	
<b>Compere</b>	Give information to Adjudicators and Audience members by announcing each performing group, read their performance information and assisting in the smooth running of the section.	Comprehensive notes are provided.
<b>Directors' Lounge Villanova College and Hospitality Lounge St James</b>	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 located in Mendal at Villanova College. The Hospitality Lounge at St James is in the St James School staff room.
<b>Donation of Cakes, Slices and Curries</b>	Donate cakes/slices and curries for sale for lunch and morning/afternoon teas.	
<b>Food Preparation</b>	Prepare sandwiches and salads and plate cakes.	
<b>Front of House</b>	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.
<b>Office Assistance</b>	Prior to the festival, assist with clerical tasks in the Music Office. Sorting, photocopying, follow up.	
<b>Pack Up - Café</b>	Under the direction of the Café Manager, pack up and put the tuckshop back to its former glory.	Sunday
<b>Pack Up - Villanova</b>	Under the direction of the Back Stage Manager and Logistics Co-ordinator, assist with the pack up of the performance spaces to be ready for school on Monday.	Sunday
<b>Pack Up - St James</b>	Under the direction of the venue coordinator pack up the Hall and Church back to their pre-festival state.	Sunday
<b>Set Up - Café</b>	Assist with the preparation of the café	Wednesday
<b>Set Up - St James</b>	Under direction, assist with the setup of venues.	Wednesday
<b>Set Up - Villanova</b>	Under direction, assist with the setup of venues.	Wednesday
<b>Student Ambassador Supervisor</b>	Supervise the student ambassadors at the Sixth Avenue Entrance of Villanova College	Ideally boys from the Senior School or an adult.

<b>Student Ambassadors</b>	Meet performance groups at either Villanova College or the St James Venue 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.
<b>Ticket Sales and Information</b>	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.
<b>Venue Secretary</b>	Registration of groups and collection of sheet music prior to the performance and collection of music and adjudication notes at the conclusion of the section for distribution back to the Conductors	St James volunteers in this role will be located outside, please dress appropriately for the weather.
<b>Warm Up</b>	Meet and direct groups to designated classrooms for warm-up.	Comfortable shoes, warm jacket, watch and pen are recommended.