

1. Job Descriptions

The following are job descriptions for positions in the VIIF 2004 team that we are looking to fill. Please direct any questions to volunteer@viif.ca.

1.1 Programme Coordinator

Responsible for:

- Working with the Guest Liaison to get guest group biographies and pictures.
- Working with the Media Coordinator to get suitable pictures for the programme.
- Working with the Producers to ensure the programme fits into the over "look" of the festival.
- Festival programme design and construction (in co-operation with the Media Coordinator).
- Festival programme advertising (coordinating the advertising drive and advertising layout).
- Festival programme printing (locating a printer, getting competitive pricing or sponsorship).

1.2 Assistant Sponsorship Coordinator

Responsible for:

- Assistant Sponsorship Coordinator to help with keeping the sponsor list up-to-date, updating sponsorship opportunity status, delivering sponsorship proposals, following up on sponsorship proposal submissions, etc.
- Assisting with writing thank-you notes to sponsors.

1.3 Volunteer Coordinator

Responsible for:

- Locating volunteers.
- Training and scheduling the volunteers.
- Ensuring volunteers are recognized for their efforts.

The festival will need volunteers for:

- Taking tickets.
- Working the concession.
- Selling merchandise.