



2010 Halifax Jazz Festival - Volunteer Agreement

The TD Halifax Jazz Festival is a vital presentation of world-class innovative music in our city. From year to year our aim is to provide an entertaining, safe and happy environment for all patrons, performers and invited guests. As a festival volunteer, you play an absolutely critical role in helping us to achieve this. You are also afforded a wonderful opportunity to meet and work with new people, to share in the excitement of cutting-edge jazz performances, and to give back to the community in an exceptionally positive way.

It is important for you to know that the Festival would not exist without support from you, our very dedicated volunteers. Thank you in advance for the contribution of time and energy that you are offering.

Below is an outline of our expectations of volunteers with regards to conduct and accountability. We want to be fairly clear about this on the outset so that we can work together from a common understanding. We require all applicants to sign off on the points listed below before beginning to volunteer with us.

If you have any questions about this, don't hesitate to email raphael@jazzeast.com or call 902-492-0421

RESPONSIBILITIES OF A JAZZ FESTIVAL VOLUNTEER

- You will be a Festival ambassador! You are expected to contribute to a non-discriminatory, inclusive and respectful environment.
- You will be expected to fulfill the duties as required by your supervisor within the volunteer role that you signed up for.
- Make sure you are familiar with your Coordinator and that they have your correct phone number, email, and address, and that you have his/her correct contact information as well.
- If you are unable to come to an assigned shift, please contact your Coordinator as soon as possible. HJF expects **at least 48 hrs notice prior to your scheduled shift**, unless it's an emergency.
- You are expected to arrive to your shift on time and ready to work.
- You must wear your Volunteer T-shirt at all times while on shift. Once off shift, you must return to normal street clothes so that it is clear that you are not working.
- No alcohol/drug consumption is allowed while on duty, or while wearing the crew t-shirt during the Festival. You must be sober for the duration of your shift.
- You must help maintain a safe environment for patrons and volunteers. You are required to report any dangers to your supervisor.
- Let your Supervisor know of any problems as they arise. If an accident or emergency occurs while on shift, alert your supervisor immediately (or call 911 as circumstance dictates).
- Please note that criminal background checks may be required for certain positions that involve the handling of cash, cheques or credit slips.

BREACH OF RESPONSIBILITY

- Halifax Jazz Festival reserves the right to Grey-List volunteers who do not comply with the terms of the agreement stated here or who do not act in the best interests of the festival. Where applicable, grey-listing will occur at the discretion of the Volunteer Services Manager (VSM). If the breach of terms is deemed serious enough, grey-listed volunteers may have their volunteer benefits revoked for a period of up to 3 years. Volunteers should feel free to approach the VSM, or any Jazz Festival staff or board member if they have any grievances with this policy or with the festival itself.

VOLUNTEER BENEFITS PACKAGE

As a volunteer with TD Halifax Jazz Festival, you will be entitled to the following benefits:

- Rush seating at all festival venues (pending availability) with the exception of Stayners Wharf.
 - A Volunteer package including a T-Shirt and discounts to certain local businesses.
 - An invitation to the Volunteer Appreciation Party.
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