



January 23, 2023

The New Orleans Jazz and Heritage Festival is quickly approaching. Without the help of our dedicated volunteers the Festival would not be as nearly successful! Here at our production office we are already hard at work getting ready for the 2023 festival, and we hope to have you with us this year as a volunteer. Volunteer opportunities begin the second week of April and continue during the event from **April 28 –April 30 & May 4 - May 7**.

By participating in the program you will not only get to be part of the festival, but also be rewarded by participating in an event that gives back to our community in New Orleans. Profits generated from the festival are used throughout the community to implement many programs and service initiatives underwritten by the New Orleans Jazz & Heritage Festival and Foundation, Inc. Volunteering with Jazz Fest helps to support the continuation of these valuable programs within the community. More information on these programs can be found at <http://www.jazzandheritage.org/>.

To apply, please complete the 2023 Volunteer Application online at www.nojazzfest.com/volunteer, by **February 28, 2023**. All potential volunteers must submit a current application in order to be considered as a volunteer for this year's festival.

For additional information, please refer to www.nojazzfest.com/volunteer or contact us at 504-410-6129 or volunteers@nojazzfest.com. We look forward to working with you at this year's fest!

Sincerely,

Janelle Jefferson
Volunteer Program Coordinator
New Orleans Jazz & Heritage Festival presented by Shell
Email: volunteers@nojazzfest.com
Phone: 504 410 6129



2023 Volunteer Program Guidelines

Please read the following information carefully. This packet provides data pertinent to your successful participation in the Volunteer Program.



REQUIREMENTS

- Be at least 18 years of age
- Submit an Application form by February 28, 2023
- Agree to a Criminal History Background Check
- Volunteer at least 15 hours

PERKS OF THE PROGRAM

- Enter the Festival for **free** on the event days that you volunteer
- Receive a **Festival T Shirt** and **Volunteer Gift** after completing your 15 hour commitment
- Close out the 2023 Festival Season at the **Volunteer Appreciation Party** on May 20th, 2023.

HOW TO BECOME A VOLUNTEER

- Submit an application online at www.nojazzfest.com/volunteer. You will receive a confirmation email if your application is submitted correctly, so if you did not receive a confirmation email, resubmit your application or call our office.
- Wait for your scheduling phone call. One of our staff members will call you to set up a schedule based on our needs and the availability you indicated on your application. If you miss our phone call, return our call as soon as you can! Positions are filled as we make calls. Scheduling calls begin the first week of March and continue through the end of the March. Please be patient – we have a lot of volunteers to schedule!
- Double check your schedule when you receive it in your email. Let us know immediately if you see a problem.
- Attend Volunteer Orientation on Saturday April 22, 2023 at 12:00pm.

VOLUNTEER CODE OF CONDUCT

Failure to follow any of the program rules is grounds for expulsion from the volunteer program.

- Check-in at the Volunteer Trailer at the Belfort St. entrance before reporting to your shift and check-out at the Volunteer Trailer after you have completed your shift. **Your signed volunteer slip MUST be returned after each shift.**
- Wear your volunteer badge while on duty and **ONLY** while on duty.
- Must comply with the festival Covid-19 policy.
- Remain on duty until the end of your shift. Check-out with your supervisor before leaving your post.
- Use of alcohol or controlled substances before or while on duty is **NOT** allowed. Any volunteer suspected of using or being under the influence of drugs or alcohol while on duty will be removed from the Volunteer Program.
- Children, friends, family members, and/or pets may **NOT** accompany you on your volunteer shift.
- Harassment is **NOT** allowed. It is not permissible to harass others on the basis of their gender, age, race, color, national origin, religion, marital status, citizenship, disability, sexual orientation, or other personal characteristics.
- Volunteers must comply with all security-related instructions.
- No one is allowed to set up or reserve areas in front of stages before the public gates open at 11:00am. Volunteers must adhere to the same prohibition list as the general public.

THINGS TO KEEP IN MIND

- Many positions are outdoors and require traversing the Fair Grounds. Even indoor positions require volunteers to navigate from the gate to the Volunteer Trailer, and to the location of their assignments. Dress comfortably and appropriately. Comfortable clothes, shoes (preferably closed-toe), sunscreen, hats, and rain gear are encouraged. Provocative, revealing, or offensive attire while on duty is not appropriate.
- Food is not provided to volunteers so bring snacks or expect to purchase food. There will be water in jugs at the volunteer trailer. It is recommended you bring a bottle to fill up.
- During the Festival portable restroom facilities will be available for volunteer use.
- Bags and backpacks may be no larger than 12" x 10" x 17". Storage space for personal items is not available.



2023 Volunteer Opportunities

To help you choose assignments that best fit you, the following icons have been added to descriptions



-Physically Demanding -Computer Skills -Outdoor Work -Clerical duties
 -Public Interaction -Messy Work (i.e. painting)

Keep in Mind:

- All jobs may include the above activities and/or skills. Icons only added where the particular skill or activity is essential to the job duties.
- **Jobs, shift times, and duties are subject to change. Schedules are assigned based on availability, flexibility, date of application submission, and being in good standing with the volunteer department. Please contact the Volunteer Office if you need any further information.**

ACCESS PROGRAM

ACCESS CENTER AMBASSADOR

Location: Fair Grounds – Access Center

Dates: April 28-30 and May 4-7

Shifts: 10am-2pm, 2pm-6pm

Description: Provide information and directions to festival goers. Give code to those eligible to use Access bathrooms.

Vols per shift: 3

LOADING ZONE ATTENDANT:

Location: Fairgrounds-Access Center

Dates: April 28-30 and May 4-7

Shifts: 10am-2pm 3:30pm-7:30pm

Description: Assist NOPD with monitoring the Gentilly BLVD accessible loading zone for patrons with disabilities. Make sure Patrons with disabilities are able to unload and load from their car or Taxi.

Vols per shift: 2

ACCESS TENT USHER

Location: Fair Grounds – Access Center

Dates: April 28-30 and May 4-7

Shifts: 11am-3pm, 2:30pm-6:30pm

Description: Assist staff ushers with keeping tent aisles clear and controlling crowds during busy performances.

Vols per shift: Weekdays-20, Weekends-24

ACCESS PLATFORM USHER

Location: Fair Grounds – Access Center

Dates: April 28-30 and May 4-7

Shifts: 10:30am-3pm, 2:30pm-7pm

Description: Assist in guiding Access patrons onto the Access platforms and help get them situated. Check patron Wristbands to assure only Access Patrons use viewing areas. Keep track of the number of people in the area on an hourly basis. This position is in the sun all day.

Vols per shift: 1st shift- 20, 2nd shift-24

ACCESS PROGRAM

ACCESS CROSSING USHER

Location: Sauvage and Blues Crossing

Dates: April 28-30 and May 4-7

Shifts: 10am-2pm, 2:30pm-6:30pm

Description: Assist people with Disabilities on the pathways that lead into the festival. Provide directions and point patrons in the right direction to accessible routes throughout the festival.

Vols per shift: 3

ADA PORTELET PROTECTOR

Location: Fair Grounds – Access Center

Dates: April 28-30 and May 4-7

Shifts: 10am-2pm, 2:30pm-6:30pm

Description: Make sure only people with disabilities use the ADA locked port-o-lets and assist with the locks if someone is having difficulty. Stock portable toilets with toilet paper and soap. Volunteers must be friendly and willing to do a lot of walking.

Vols per shift: 4

BIG CHIEF

DÉCOR ASSISTANT

Location: Fair Grounds

Dates: April 20-22, 25-28, May 9

Shifts: 9am-1pm, April 22– 9am-1pm, 1pm-5pm

Description: Assist staff in setting décor in the Big Chief Lounge.

Vols per shift: 1

BIG CHIEF ASSISTANT

Location: Fair Grounds – Derby Building

Dates: April 28-30 and May 4-7

Shifts: 11am-3pm, 2pm-6pm

Description: Assist ushers at Big Chief stages, viewing stands, and hospitality areas with greeting and assisting patrons and keeping areas clean.

Vols per shift: 10

CONCESSIONS

CD TENT SET-UP

Location: Fair Grounds – CD Tent

Dates: April 20-21, 24-27

Shifts: 9:30am-12:30pm, 1:30pm-5pm

Description: Help label CDs and set up décor in the CD tent.

Vols per shift: 2

CD BOOTH SALES ASSISTANT 🧑🏻🔦

Location: Fair Grounds – CD Tent

Dates: April 28-30 and May 4-7

Shifts: 9:30am-1pm, 1pm-4:30pm, 4:30pm-7pm

Description: Assist with music and other product sales. Duties may include but are not limited to restocking products, organizing products, and greeting customers.

Vols per shift: 6

CONGO SQUARE

INFO BOOTH ASSISTANT 🧑🏻🔦☀️

Location: Fair Grounds – Congo Square

Dates: April 28-30 and May 4-7

Shifts: 10:30am-1:30pm, 1:15pm-4:15pm, 4pm-7pm

Description: Assist fair-goers with directions, questions, etc. Must be knowledgeable of the Festival and New Orleans. Must enjoy communicating with the public and have good interpersonal skills. Multilingual helpful.

Vols per shift: 4

Event Support 🧑🏻🔦☀️ [Messy]

Location: Fair Grounds – Congo Square

Dates: April 28-30 and May 4-7

Shifts: 7am-11am, 11am-3:30pm, 3:30pm-7pm

Sunday Event Days – 7am-11am, 11am-4pm, 4pm-8pm

Description: Assist with light duties including setting up and breaking down routinely checking over Congo's area to make sure area is clean and to help report any vender/maintenance issues to staff. Volunteers are not allowed to take money or to eat or drink in the artist's booth. No heavy lifting or ladder work

Vols per shift: Event Dates: 1st shift- 3, 2nd shift-4, 3rd shift 3

CONSTRUCTION

FIRE EXTINGUISHER INSTALLER 🧑🏻🔦

Location: Fair Grounds – Barn 11

Dates: April 20-22

Shifts: 8am-12pm, 1pm-5pm

Description: Assist staff in installing fire extinguishers. Some lifting and holding extinguishers involved.

Vols per shift: 1

PAINTER [Messy]☀️

Location: Fair Grounds – Barn 11

Dates: April 5-7, 10-14, 17-21, 24-27

Shifts: 8am-12pm, 1pm-5pm

Description: Use rollers, brushes, etc. to paint plywood, stairs, and general equipment

Vols per shift: 6

CONSTRUCTION

ELECTRICIAN HELPER 🧑🏻🔦

Location: Fair Grounds – Tote Board

Dates: April 27, April 28-30 and May 4-7

Shifts: 8:30am-12pm

Description: Assist Electrician with installation duties including pulling parts from the tote board and delivering them on foot to various locations on the grounds in a timely manner. Must have some general knowledge of electricity.

Vols per shift: -2

CONTEMPORARY CRAFTS

INFO BOOTH ASSISTANT 🧑🏻🔦☀️

Location: Fair Grounds – Heritage Square

Dates: April 28-30 and May 4-7

Shifts: 11-3pm, 2:30pm-6:30pm

Description: Assist fair-goers at the info booth with directions and questions. May be needed to distribute information or notices to the artists or sit in artist's booths if they are alone and need a 15 minute break. Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

Event Support 🧑🏻🔦☀️

Location: Fair Grounds – Heritage Square

Dates: April 27 April 28-30 and May 4-7

Shifts: 7am-11am, 11am-3pm, 2:30pm-6:30pm

Description: Assist with light duties including setting up and breaking down breakfast, watering plants, distributing artist's signs and assisting with any necessary paperwork. Routinely checking over Contemporary Craft's area to make sure area is clean and to help report any vender/maintenance issues to staff. Volunteers are not allowed to take money or to eat or drink in the artist's booth. No heavy lifting or ladder work

Vols per shift: 7am-10 vols, 11am -2vols, 2:30pm- 2vols

CULTURAL EXCHANGE PAVILION

HOSPITALITY ASSISTANT

Location: Fair Grounds – Cultural Exchange Pavilion

Dates: April 28-30 and May 4-7

Shifts: 11am-3pm, 3pm-6pm

Description: Help prepare hospitality area for Cultural Exchange Pavilion demonstrators and performers. Assist in keeping area clean and supplies stocked.

Vols per shift: 2

PHOTOGRAPHER ☀️

Location: Fair Grounds-Cultural Exchange Pavilion

Dates: April 28-30 and May 4-7

Shifts: 11am-3pm, 3pm-6pm

Description: Takes photos of CEP area

Vols per shift: 2

FAIR PRODUCTION

OFFICE AIDE

Location: Fair Grounds – Dorm

Dates: April 17-21, 24-27, April 28-30 and May 4-7

Shifts: Non Event Days-12-4

Event Days – 10am-2pm, 2pm-6pm

Description: Assist Fair Staff with general office duties including answering telephones, data entry, copying, faxing, filing, etc.

Vols per shift: 1

PHOTOGRAPHER

Location: Fair Grounds

Dates: April 24-27, April 28-29 and May 5-6

Shifts: Non Event Days – 2pm-6pm

Event Days – 11am-3pm, 3pm-7pm (Friday-Saturday only)

Description: Make photographic record of the building of the Festival, the event, and the break-down. Samples of work may be requested. All photos will be downloaded at the end of each shift. All photos are property of the Festival.

Vols per shift: 2

INFORMATION BOOK & OFFICE ASSISTANT

Location: Fair Grounds

Dates: April 20-21 and 24-26

Shifts: 12pm-4pm

Description: Assist Director of Presentations and Information with assembling information books and with general office duties.

Vols per shift: 1

INFO BOOTH I

Location: Fair Grounds – Info Booth I; Near Gentilly

Dates: April 28-30 and May 4-7

Shifts: 10:30am-2:30pm, 2pm-5pm, 4:30pm-7:30pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed. Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

INFO BOOTH II

Location: Fair Grounds – Info Booth II, Savauge Crossing

Dates: April 28-30 and May 4-7

Shifts: 10:30am-2:30pm, 2pm-5pm, 4:30pm-7:30pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed. Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

INFO BOOTH III

Location: Fair Grounds – Info Booth III; Grandstand

Dates: April 28-30 and May 4-7

Shifts: 10:30am-2:30pm, 2:30pm-6pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed. Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2

FAIR PRODUCTION

INFO BOOTH IV & LOST AND FOUND

Location: Fair Grounds – Info Booth at Lost Kids

Dates: April 28-30 and May 4-7

Shifts: 10:30am-2:30pm, 2pm-5pm, 4:30pm-7:30pm

Description: Assist fair-goers with directions and questions at the info booth. Must be flexible and willing to go wherever needed. Volunteers must be knowledgeable of the Festival and New Orleans and have volunteered at least one year in the past.

Vols per shift: 2, Evening-3

FINANCE

TIME CLOCK ASSISTANT

Location: Varies

Dates: April 28-30 and May 4-7

Shifts: 8am-11am

Description: Monitor an ipad that employees use to clock in and out. If there are any technical issues make sure to manually log the check in and check out times on a paper log. Must be comfortable with technology.

Vols per shift: 2

FOLKLIFE

Pre-Event Support

Location: Fair Grounds – Folk Life Info Booth

Dates: April 17-19, April 24-27

Shifts: April 17-26 2pm-5pm April 24 9am-5pm April 27 11-5

Description: On non-event days, assist with light duty set-up, table and chair wipe down and arranging, painting, water plants straighten up the area, and assist in preparing the areas tablecloths, washing catering dishes, and stuffing packets. No heavy lifting or ladder work.

Vols per shift: 1

INFO BOOTH ASSISTANT & FOLK DEMONSTRATOR SUPPORT



Location: Fair Grounds – Folk Life Info Booth

Dates: April 28-30 and May 4-7

Shifts: 7:30am-11:15pm, 11:15am-3:15pm, 3:15pm-7:15pm

Description: Assist festival goers with directions and questions. Should be knowledgeable of the Festival and NOLA and able to work in a fast paced environment. Help Staff, vendors, and Folk Demonstrators in tents.

Vols per shift: 1st shift 4, 2nd Shift-5

FOLKLIFE NAV SUPPORT

Location: Fair Grounds – Folk Life Info Booth

Dates: April 28-30 and May 4-7

Shifts: 11:15am-2:30pm, 2:30pm-6pm

Description: Assist Grayhawk with the Pow Wow Dancers. Serving cups of Gatorade and water, assisting them across the field and general assistance No Lifting or ladder work

Vols per shift: 1

FOLKLIFE

Packing Up Support ☀️ Messy

Location: Fair Grounds – Folk Life Info Booth

Dates: May 8-9

Shifts: 10:30am-1:30pm, 1:30pm-5pm

Description: Assist the Folklife Village Department in light duty such as packing up the area. Moving chairs, removing small items from demonstration area such as but not limited to table cloths and decor
Vols per shift: 1

FOOD

LUNCH ASSISTANT

Location: Fair Grounds – Horseman's Cafeteria

Dates: April 3-7, 10-14, 17-21, 24-27 and May 8-12

Shifts: 11:30am-1:30pm **Description:** Assist staff caterer, issue lunch tickets, post menus, & pour drinks. Must be neat in appearance & wear closed toed shoes.

Vols per shift: 2

FOOD MONITOR ASSISTANT ☀️

Location: Fair Grounds

Dates: April 28-30 and May 4-7

Shifts: 11am-3pm, 3pm-7pm

Description: Assist food monitor with traffic in and out of the refrigerated trucks, paying special attention to any food coming on the truck. Assist and monitor with other duties as needed. Restaurant or food safety experience preferred.

Vols per shift: 2

STAGE SUPPORT - FOOD HERITAGE STAGE ☀️

Location: Fair Grounds – Grandstand, Food Heritage Stage

Dates: April 28-30 and May 4-7

Shifts: 10am-1:45pm, 1:30pm-5pm

Description: Escort presenters to and from the stage area. Assist with cleaning up area, setting-up and tearing down demonstrations, and serving samples. Position requires moderate lifting, walking rapidly, cleaning up, and the ability to work outside.

Vols per shift: 3

GRANDSTAND

AMBASSADOR 🗣️

Location: Fair Grounds – Grandstand

Dates: April 28-30 and May 4-7

Shifts: 11:30am-2:30pm, 2pm-6pm

Description: Assist Grandstand exhibit staff with crowd control, helping patrons with directions, keeping area tidy, guarding exhibits, and mopping on rainy days.

Vols per shift: 2

KIDS

PRE/EVENT SUPPORT 🗣️ ☀️ Messy

Location: Fair Grounds – Kids Activity Tent

Dates: April 24-26, April 28-30-May 4-7 May 1&9

Shifts: Pre-Event – 10am-12:30pm

Event – 9:30am-2pm 2pm-6:30pm

Description: On non-event days assist with table and chair distribution, decorating, painting, and sorting activity supplies. During the event assist vendors, artists, and Festival Staff with activities in the Kids area.

Vols per shift: Pre-Fest/Post Fest- 1, Event Dates- 8

MUSIC

PACKET ASSISTANT 📁

Location: Fair Grounds – Dorm

Dates: April 19-21, 24-27, April 28-30 May 4-7

Shifts: Pre Fest – 11am-2pm, 2pm-5pm

Event Days, 9am-12am

Description: Assist with preparation and assembly of artist and crew packets. Greet artists at the packet tent and relay information to the packet office. May be asked to answer the phone.

Vols per shift: Pre- Fest 2, Event Days 1

WILL CALL ASSISTANT 📁

Location: Fair Grounds – Dorm

Dates: April 24-27, April 28-30 and May 4-7

Shifts: Pre-Fest 2pm-6pm, Event days 7:30-10:30am

Description: Stamp, count, and deliver passes for Will Call.

Vols per shift: 1

TALENT HOSPITALITY ASSISTANT

Location: Fair Grounds – Horseman's Cafeteria

Dates: April 22-23, 27, April 28-30 and May 4-7

Shifts: Non-event 10am-2pm, Event 7am-11am, 11am-3pm

Description: Support Artist Catering Coordinator as needed. General tasks include assisting with cleaning and taking inventory of coffee pots and coolers.

Vols per shift: 2

SIGNS & DÉCOR

SIGN ASSISTANT 🗣️ Messy

Location: Fair Grounds – Barn 12

Dates: April 13-14, 17-21 24-27, April 28-30, May 4-7

Shifts: 8am-12pm, 1pm-5pm

Description: Painting of solid flats, help with vinyl sign-making, cleaning old signs and facades. Serious skill is not necessary, but neatness is necessary. Also, assist staff with sign related duties at the festival, primarily delivering signs to needed locations.

Vols per shift: 3

SUSTAINABILITY

RECYCLING TENT ATTENDANT

Location: Fairgrounds/Recycling Tent

Dates: April 28-30 and May 4-7

Shifts: 9:45am-1:15pm, 12:45pm-4:15pm 3:45pm-7:15pm

Description: Help festival-goers signup via patron's phones or tablets located at our reward tents to participate in our incentive program. Help distribute mesh bags and sort through cans and bottles returned into appropriate receptacles.

Vols per shift: TBD

RECYCLING FLOATERS

Location: Fairgrounds

Dates: April 28-30 and May 4-7

Shifts: 9:45am-1:15pm, 12:45pm-4:15pm 3:45pm-7:15pm

Description: Help promote awareness about the festivals' recycling efforts by serving as a sustainability advocate. You will walk the grounds with a trash grabber and receptacle, collecting recyclables and educating festival-goers about proper recycling/waste disposal.

Vols per shift: TBD

TRAVEL

SHUTTLE ASSISTANT

Location: Music Lot Trailer and around the Fair Grounds

Dates: April 28-30 and May 4-7

Shifts: 10:30-3, 3-7:30

Description: Assist shuttle dispatcher and drivers with loading passengers, luggage, etc. Meet and greet passengers. Must be cool headed and friendly and respectful of musicians preparing for their upcoming performances. Light lifting required and the ability to get in and out of a 15 passenger van.

Vols per shift: 18