



**Volunteer Application Form**  
PLEASE RETURN FORM TO:  
Victoria Jazz Society  
977 Alston Street, Victoria, BC V9A 3S5  
**For Information Call: 250-388-4423**  
**Or Email: volunteer@jazzvictoria.ca**

**For office use only:**  
Date Received: \_\_\_\_\_  
Category: \_\_\_\_\_  
Crew Assigned: \_\_\_\_\_

**ALL NEW AND RETURNING VOLUNTEERS ARE REQUIRED TO FILL OUT A 2024 VOLUNTEER FORM.**

**Volunteers are expected to work a minimum of 3 shifts during the festival (each shift is approx. 5 - 6 hours) and will receive access to non-Marquee ticketed performances based on venue capacity, 30 minutes after the show start-time. Please contact the volunteer coordinator for more details.**

**PLEASE PRINT LEGIBLY**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address (+ Postal Code):** \_\_\_\_\_

**Phone # (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**Emergency Contact & Phone Number:** \_\_\_\_\_

**Please check all that apply** *\*(New and returning volunteers must submit forms by May 27, 2024)*

<input type="checkbox"/> <b>Current First Aid</b>	<input type="checkbox"/> <b>Serving It Right or SES License</b>	<input type="checkbox"/> <b>Over 19</b>	<input type="checkbox"/> <b>VJS Member</b>
<input type="checkbox"/> <b>Previous VJS volunteer</b>	<input type="checkbox"/> <b>Current Class 4 BC Driver's License</b>	<input type="checkbox"/> <b>Current Class 5 BC Driver's License</b>	
<input type="checkbox"/> <b>Security Worker License</b>	<input type="checkbox"/> <b>Technical/Staging Experience</b>	<input type="checkbox"/> <b>Retail/Cash Experience</b>	<input type="checkbox"/> <b>Office work Experience</b>

*(19+ only for club venues/beverage garden | under 16 must volunteer with parent/legal guardian)*

**Any experience Driving Vans, Trucks, or Buses (Class 4 License)? Please describe:** \_\_\_\_\_

**Retail/Cash experience? Please describe:** \_\_\_\_\_

**General Office experience? Please describe:** \_\_\_\_\_

**Hospitality Industry experience?**  **Bartending**  **Catering**  **Serving**  
**Please describe:** \_\_\_\_\_

**Do you have any physical disabilities we should be aware of (i.e. back problems, trouble with lifting etc.)?** \_\_\_\_\_

**\* Please indicate T-shirt size: S  M  L  XL  (unisex (men's) shirt sizes)**

**What is your pre-festival availability, prior to June 17? For Office & Distribution work only:** \_\_\_\_\_

**Do you want to volunteer more than the minimum of three 5-hour shifts? If yes, how many shifts?** \_\_\_\_\_

**IN THE TABLE BELOW, PLEASE INDICATE THE SPECIFIC TIMES YOU ARE AVAILABLE TO VOLUNTEER**

***If you don't yet know your availability, please make your best guess, and keep your volunteer coordinator updated!	<b>Monday June 17 Office Only</b>	<b>Tuesday June 18 Office only</b>	<b>Wednesday June 19 Office only</b>	<b>Thursday June 20 Office only</b>	<b>Friday June 21 Festival starts</b>	<b>Saturday June 22</b>	<b>Sunday June 23</b>	<b>Monday June 24</b>
	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>
	<b>Tuesday June 25</b>	<b>Wednesday June 26</b>	<b>Thursday June 27</b>	<b>Friday June 28</b>	<b>Saturday June 29</b>	<b>Sunday June 30</b>	<b>Monday July 1 Tear down</b>	<b>Tuesday July 2 Tear down</b>
	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>	<b>From:</b> <b>Until:</b>

*Note: Most weekday shifts take place during the evening*

**\*One free ticket to a Marquee Series show (Royal Theatre & McPherson Playhouse) is offered to volunteers who have completed 3 x 5-6 hour shifts. All ticket requests must be submitted by May 31. Once submitted, ticket requests cannot be changed.**

**First Choice Ticket Request:** \_\_\_\_\_ **Second Choice Ticket Request:** \_\_\_\_\_

**Volunteer Agreement:** I hereby expressly authorize and grant irrevocable permission to the Victoria Jazz Society – TD Victoria International JazzFest 2024, its members, directors, employees and agents to use any and all photographs in which I appear for promotional use and/or use in government grant and/or sponsorship applications.

**SIGNATURE:** \_\_\_\_\_ **DATE SIGNED:** \_\_\_\_\_

**Please check ANY & ALL areas that you are interested in working (minimum of 3, if possible):**

**Pre-Festival Poster/Program Distribution (April 10 – the festival)**

Are you so excited for the festival this year that you can't wait until June to start volunteering? Why not try poster/program guide distribution! You will be assigned an area of town (you could even request your own neighbourhood) and you can get out and enjoy our beautiful city while helping us distribute promotional materials for the festival. The fun doesn't stop there though, we encourage you to volunteer in this area, PLUS another one so you still get to hang out with all of us during the festival.

**Artist Hospitality**

Do you enjoy hosting? Catering to people's needs? Does reading social cues and respecting people's privacy come easily to you? Consider artist hospitality, where you will keep the backstage area clean, calm, inviting, and filled with all the artists' favourite food and drinks. Assistance in lifting, clean-up, and load-in/load-out up and down the theatre stairs will be required.

**Front of House**

Do you have experience in customer service and cash and credit card handling that you just love to show off? We would love to see that in front of house! Here you will be handling door ticket sales and checking people in to will call and guest-list.

**Merchandise Sales**

Is there an inner salesperson in you? Are you familiar with cash/credit card handling and customer service? Many of the venues sell festival t-shirts, VJS memberships, and artist merchandise, and you could be there to help someone find their next favourite purchase!

**Green Team**

Do you enjoy being outside, listening to music, and helping the environment? Are you okay with walking around on concrete or grass? Volunteers look after bike parking, assist in cleaning up the site, hand out festival brochures to festival goers, and manage the recycling and compost programs at our outdoor Bullen Park site or at the Cameron Bandshell within Beacon Hill Park.

**Beverage Concessions**

Have you ever worked in a bar? Wanted to work in a bar? What about an outdoor area where people can buy drinks and it's kind of like a bar? Volunteers are needed to assist in the set-up and operation of the "Beverage Garden" at our outdoor site. **Must be 19 years of age or older/MUST possess valid Serving it Right or SES license / Shifts only available during performances at Bullen Park/Must be physically able to assist in lifting kegs (able to lift ~50lbs)**

**Staging & Site Set-Up/Tear Down**

Ever wondered how the equipment gets on and off the stage? Or how the fencing gets moved around the outdoor sites? It could be you doing it! We require people with varying levels of experience **who are able to lift**.

- Site Crew: Assist in replenishing various areas of the venue, the set-up and strike of equipment, and to be on hand to assist as needed during performer changeovers at outdoor sites.
- Set Up/Tear Down: Assisting with setting up and striking the outdoor festival sites as well as installation and removal of on-site banners & signage (*Bullen Park Set up: Tues and Wed, June 25 & 26 / Tear down: Monday July 1 or Tuesday, July 2*)

**Office**

How do you feel about sitting in a comfy office chair? Have you worked in an office before? Are you detail oriented? Are you comfortable with professionally answering the phone? Volunteers are needed pre-festival, as well as during to help out around the VJS office.

**Transportation**

Do you enjoy driving? Do you have a license that allows you to drive a 15-passenger van or maybe even a box truck? Volunteers will be driving performers to and from the arrival/departure terminals to hotels, as well as venues for load-in and sound checks. You will be required to provide a copy of a valid driver's license. **Must be over the age of 25 and have a basic knowledge of city streets. Our primary need is those with a Class 2 or 4 Driver's Licenses, secondary need is those with a Class 5.**

**Event Crew**

Are you responsible, reliable, and good at staying friendly and calm in large crowds? If people were acting out in the crowd, do you think you could confidently speak up? Do you mind standing for long periods of time? During the Festival we will require volunteers to act as crowd/access control for front of house, stage, and backstage areas. **Volunteers must be 19 years of age or older.** Possession of a basic security license is an **asset**.

**Videographer/Photographer**

Do you have a camera and feel confident with your skills? During the festival these volunteers will take video and/or photos at the TD JazzFest venues, capturing live music moments, volunteers and/or VJS staff, and venue pageantry! Please provide experience. Volunteers **MUST** have own equipment.

**Survey Team**

Do you like walking around and chatting with people while they wait for the show to start? During the festival, volunteers will take hard copy surveys and survey audiences at various TD JazzFest venues. The information we collect gets used for government grants and stays in house only.

**Will you be traveling to other parts of Canada or the USA between April 15 and June 21? If so where, when? (For help with program guide/poster distribution outside of Vancouver Island)**

*Please note that while the volunteer coordinator will do their best to place you in your preferred areas, the festival cannot guarantee placement in your areas of choice.*