



EDEN MILLS WRITERS' FESTIVAL

21 Chapel Street
Eden Mills, ON.
N0B 2P0

Position Title: Festival Gatekeeper

Overview: A *Festival Gatekeeper* is in charge of the front gates and is the first point of contact for visitors coming to the Eden Mills Writers' Festival.

Location: Eden Mills, Ontario

Roles and Responsibilities

Overview of the tasks for the position of a Festival Gatekeeper

- Make accurate cash transactions and change
- Security of tickets and cash at all times
- Provide information to festival patrons as needed
- Provide directions to patrons as asked
- Make radio requests when required
- Help out with other tasks as assigned

Time Commitment: 2 to 3 hour commitment during the day of the festival

Position Commitment: If accepted as a volunteer, you are required to show up on time for your shift on the day of the festival and complete all required tasks to the best of your ability.

Qualifications

- Previous experience handling cash transactions an asset
- Previous experience providing customer service an asset
- Able to communicate in English clearly to festival patrons
- Have a people person type of personality
- Must be a minimum of age 18 for this position

Benefits of a Festival Gatekeeper

- Enjoy the Eden Mills Writers' Festival for free after your volunteer shift
- Get to interact with people from all walks of life and cultures

Training and Orientation: To carefully read over all pre-festival email instructions sent by the Volunteer Coordinator

Responsible to: Jeff Zeffer, Volunteer Coordinator of the Eden Mills Writers' Festival

To submit your volunteer application, please email volunteers@emwf.ca