



JOB DESCRIPTION

Salish Sea Lantern Festival – Event Volunteers
ArtSea Community Arts Council
9656 Fifth Street, Sidney BC
250.656.7400
volunteer@artsea.ca

The Salish Sea Lantern Festival is an engaging community-family event. The Festival happens on Saturday, August 24 from 7:30 pm to 10:00 pm at the Sidney Pier Band Shell and Fishing Pier.

Everyone is invited to join in the magic. The festivities open with the SENCOTEN Singers, live music, face painting, balloon twisting, bubbles – and the show of extraordinary hand-made creative lanterns.

Participants are encouraged to dress up in costume, or carry their own hand-made lantern, and be part of a magical celebration of light, community and artistic expression!

There are a host of volunteer opportunities.

Stage Manager 6:30 pm to 8:30 pm **1 position**

Stage Manager will be in charge of coordinating all performers and props for pre-procession show. Duties include coordinating student performers and making sure they get their faces painted and receive tea lights for their lanterns. Cue MC and all other performers and make sure they have everything they need for their performance including any costumes, sound and lighting elements.

Requires a meeting with Committee Lead prior to event.

Pier Site Coordinator Assistants 7:00 pm to 9:30 pm **2 positions**

Help with the set up and supervision of lantern elements on the Sidney fishing Pier.

Pier Lantern Installation 6:00 pm to 7:30 pm **4 positions**

Help install all lantern elements on the Sidney Fishing Pier. This includes making sure all paper lanterns have sand and working tea lights. There will be a number of larger lantern installations that will need to be set up.

Face Painters Station 6:00 pm to 8:00 pm **1 position**

Set up face painting station, 1 table and 4 chairs. Greet face painters. SENCOTEN children arrive first to get their faces painted as they will be performing on stage. Open to public at 7:30. Strike table and chairs end of event.

Balloon Lantern Cart 6:30 pm to 8:30 pm **3 positions**

Ride bike with cart to site for 7:00 pm, and sell balloon lanterns to public

Paper Cup Lantern Making Station 6:00 pm to 9:00 pm **4 positions**

Sponsored by Brentwood Bay Village Emporium, set up the lantern station and assist public making their own cup lanterns to carry in procession.

Bubble Station

6:30 pm to 8:30 pm

2 positions

Run and supervise the children's bumble zone. This includes setting up the station and blowing bubbles of all sizes. This is a children's hands-on activity as children will be able to blow their own bubbles with the extra bubble wands provided.

Procession Assistants

7:00 pm to 8:00 pm

3 positions

Work with Artistic Director to make sure all large-scale procession lanterns are set up for the show. This includes checking all lanterns for damage and making last minute repairs. Responsible for installing and turning on all lantern lighting elements. Make sure all lanterns have a volunteer assigned to carry in procession.

Procession Lantern Carriers

8:00 pm to 9:30 pm

20 positions

Carry and or wear medium to large scale lanterns during procession. Would be good to have 2 per large scale lantern as they can be heavy and volunteers can take turns carrying them. Some of these lanterns will be installed along fishing pier at the end of the procession. There will be a Pier Site Coordinator to assist with the installation.

Interactive Artists

6:30 pm to 9:30 pm

2 positions

Get dressed up and have fun! Become the Kelp Queen of the Salish Sea or the SS Iroquois Underwater Princess and get into character for the Salish Sea Lantern procession

Equipment Stage Crew

8:30 pm to 9:30 pm

2 positions

Watch over musicians' equipment while procession is underway. Musicians will be playing in the procession and request someone to stay with their equipment so it doesn't take a walk. Can watch the procession walk past from this location.

Event Strike Crew

9:30 pm to 11:00 pm

10 positions

Strike all lantern and lantern elements from Sidney Fishing Pier and Beacon Band shell and park. Sweep the area for garbage. Help load lanterns into truck and unload into studio/storage at Bevan Studio.

Attributes and Skills Needed for This Role:

- Love art.
- Community-minded, able to work with a team of volunteers and perform tasks assigned.
- Dependable and professional.
- Great opportunity for youth to gain volunteer experience.

ArtSea Community Arts Council invites you to get involved in some of the exciting arts and cultural events happening on the Saanich Peninsula.

ArtSea is fuelled by the energy of our dedicated volunteers. Our volunteers get the chance to work with the arts professionals making the shows happen, greeting visitors at the ArtSea Gallery in Tulista Park and being part of the behind-the-scenes organization and planning of our Society.

ArtSea volunteers gain valuable experience in a wide variety of areas, building their resumes and increasing their references that will open doors to work opportunities down the road. Volunteers meet other volunteers and professionals who – like themselves – love visual art, music, dance or literature. **Sign up today!**



VOLUNTEER GUIDELINES AND CODE OF CONDUCT

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Volunteer Guidelines

- ArtSea is a volunteer-run organization that works to ignite interest and appreciation for all forms of the arts and cultural activities on the Saanich Peninsula. Activities are open to the entire community, welcoming artists at all levels, from emerging to professional artists, arts and culture groups, students and community members curious about the arts.
- The Board of the ArtSea Community Arts Council recognizes the valuable role volunteers have had in its history and will play in its future. The Board ensures that there are fair, consistent and equitable procedures pertaining to volunteer practices and performance.
- Volunteers are individuals who, without expectation of payment, contribute time and service to the ArtSea Community Arts Council in the belief that their activity will be both beneficial to the community and satisfying to themselves. They are considered to be team members working alongside paid staff and other volunteers in fulfillment of ArtSea's mission.
- It is essential to the proper operation of this relationship that ArtSea and each volunteer understands and respects the needs and abilities of the other.

Code of Conduct

- ArtSea provides equal opportunities to all people in accordance with the BC Human Right Code www.bchrt.bc.ca. The best candidate for the volunteer opportunity will be selected - based on their skills and experiences and will be matched with the needs of the organization for the mutual benefit of both the volunteer and ArtSea.
- All volunteers must complete and sign the Volunteer Application Form.
- In the collection, use or disclosure of personal information, the ArtSea Community Arts Council follows the personal information and privacy rules set out in the *Personal Information Protection Act (PIPA)*. www.oipc.bc.ca
- To support and enrich a healthy workplace culture ArtSea will foster an open, respectful, positive and team-based work environment for all employees, volunteers and artists.
- All volunteers are expected to dress in a manner appropriate for their tasks and work environment.
- A volunteer is expected to meet high standards of professional and personal conduct in all activities related to their role and in all dealings with artists and the public. The conduct of a volunteer must not bring ArtSea into disrepute.
- ArtSea constantly strives to maintain a safe work environment and to protect employees, volunteers and visitors from accidents at events and at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported in writing directly to the Board of Directors.
- ArtSea wants all of its volunteers to be successful in their roles and is committed to providing constructive support to ensure their success. In the event that a volunteer does not adhere to the policies and procedures of ArtSea, or fails to perform their volunteer assignment, the relationship between ArtSea and the volunteer will end.

**PLEASE ENSURE A PAPER COPY OF THESE VOLUNTEER GUIDELINES ARE GIVEN TO ALL INDIVIDUALS
COMPLETING A VOLUNTEER APPLICATION FORM.**