

## WESTERN HIGH SCHOOL JAZZ FESTIVAL JOB DESCRIPTIONS

### 1. BUS GREETER/PARKING COORDINATOR

- a. Student who greets the driver of the bus and explains the parking procedure – drop off and pick up in the circle drive. Direct bus drivers to park in the student parking lot on Orange Ave.
- b. Coordinates having the guide ready to meet the Music Director and take the Director to the check-in table if the guide is not available.
- c. Lets the check in table know if we need a guide for the group.
- d. Maintains access to the sidewalk curb for buses to pull in. Place cones to designate loading zone.
- e. Direct support vehicles with unloading/loading music equipment at the drop off lane.
- f. Place cones to reserve judges parking.
- g. Direct spectator overflow parking to the student lot

### 2. CHECK-IN TABLE

- a. Assist Booster Parent when needed.
- b. Sign in and out Western student workers
- c. If there is no parent:
  - Greet Music Directors and/or their staff
  - Collect the check in forms from the Director.
    - They will need 4 completed copies of the Jazz Adjudication Form. Double check to see that each form is complete and stapled.
    - They will also need 4 copies of the seating chart. Three for the judges and one for stage crew/announcer.
  - Deliver the 3 copies to the score runner/judges assistant and one copy to the stage crew.
  - If the Directors have not previously emailed or turn in the forms at check in they must fill out the forms and turn in to the check in table. If a copier is available we can make the extra copies.

### 3. GUIDES

- a. Check with the bus greeter to locate your host group.
- b. Try to be at the bus as the Music Director exits the bus so you may show them to the check-in table.
- c. Ask the Director if there is anything they need before they get to the warm up room.
- d. If the group is early and/or has several performing groups, please point out to them: restrooms, change clothes on the buses, food is available for sale in the quad, groups may listen in the audience.
- e. Instrument cases go on the ground in the designated area outside the Choir room below the air units.
- f. Check the performance schedule and be sure your group is waiting outside the warm up area at least five minutes before their scheduled time. If no other group is scheduled to be in there, they may enter early. The group that goes on after the lunch break may warm up on stage if they choose.
- g. Catch the Director's attention at least seven minutes before their performance time and warn them to prepare for departure to the stage.
- h. Groups should leave for the stage at least five minutes before their scheduled performance time.
- i. It is a good idea if the bands have their percussion sections leave a little earlier to make sure the equipment is set up correctly.
- j. Lead the group to the side entrance, just past room 25 on the south side of the Forum (across from room 16).
- k. Have the group wait quietly outside the hallway and wait for the "all clear" signal from the stage crew.
- l. Remind the group to exit to the rear of the stage through room 32 (Dance room).
- m. Stay with the group while they perform and enjoy the performance.
- n. Be ready to escort the group out the back entrance. Once the front of the group starts to exit, have them wait in the outside corridor for the rest of their group to catch up.
- o. Lead the Jazz group to the Band room for their clinic.
- p. Stay with the group as they set up for the clinic in case they need anything.
- q. Thank the performers and the Director for coming to Western H.S. Jazz Festival.
- r. Return to check-in for another ensemble. Start all over again.

#### **4. STAGE CREW**

- a. One student shall be designated the head stage crewmember.
- b. Responsible for the stage set ups and smooth entrances (hallway by room 25) and exits (Dance room).
- c. Make sure there are the correct number of chairs and stands according to the seating chart.
- d. Be aware the Band Directors may make adjustments.
- e. We will also need a seating chart coordinator. This student should make sure the correct seating chart has arrived back stage before the next group arrives. The check in workers should bring it back stage after they drop off the judges' material. If the seating chart does not arrive, contact the check-in table.
- f. Sometimes the Directors still will not provide a seating chart. In this case – when the group arrives in the hallway, ask if they have a set up crew or someone who can let us know the number of chairs and stands. Be patient!
- g. We provide the following musical instruments if needed.
  - Piano, vibraphone, guitar amp, bass amp, drum set (all or parts).
  - Please make sure we keep track of our equipment.
  - Don't let them take our extension cords. Ours will be marked and labeled.
- h. Remember to guide them out the back stage door, through room 32.

#### **5. SCORE RUNNER**

- a. Collect adjudication forms and deliver them to the judges' assistant.
- b. Pick up the completed adjudication forms after a group has performed and deliver it to the tabulation room in the Faculty Cafeteria.
- c. Be sure the appropriate materials are delivered to the judges' assistant prior to each performance.

#### **6. JUDGES ASSISTANT**

- a. Receive all the materials as described above from the Score Runner.
- b. Double check that everything is in order.
- c. Set the materials in order of performance. Sometimes you may have several groups' materials at the same time.
- d. Make sure the announcer also have a copy of the Adjudicator sheet for announcing.
- e. Check from time to time to see if the judges need anything such as water, coffee, sharpened pencils, batteries etc. and provide for them.

#### **7. TICKET (WRISTBAND) SALES**

- a. Work with the Boosters on spectator admissions into the theater.
- b. Assist with passing out and placing on wristband for paid customers.
- c. Hand out a program to each paid audience member.
- d. Answer questions

#### **8. USHER**

- a. Responsible for opening and closing the inner doors to the theater house before and after each group performs.
- b. Stand at the outside door and only allow spectators with wrist bands to enter. There will be one color for performers and a second color for spectators.
- c. Do not allow anyone in during a performance except for Judges Assistants and Score Runners.
- d. Do not let any food and drink into the theater. Be firm, but polite. Make sure there is a trash can nearby.
- e. Stay in the foyer area. Bring a chair in so you have a place to sit.
- f. Make sure the signs are on the outside door entrance: "No food or drink", "No entrance during performances"

#### **9. FLOATER**

- a. Available to fill in if a student does not show up for a shift, cover for someone on a restroom break or if extra help is needed in any location.

#### **10. SHIFT MANAGER**

- a. Assistant to Ms. Hench: assists the coordination of the performing groups from check –in to the clinic room.
- b. Supervise fellow students in their duties and clarify job descriptions.
- c. Relay important information from Ms. Hench to Boosters or Directors etc.

#### **11. ANNOUNCER**

- a. Make sure you have a copy of the adjudication form with the list of music titles with composers and/or arrangers and soloists.
- b. Keep track of the performance order and time schedule
- c. Welcome the Band Director as they enter the stage area. Work with the stage crew to see if the band needs anything and assist where needed.
- d. Periodically announce the refreshments available for sale etc.

#### **12. TABULATION**

- a. Receive the completed adjudication forms from the score runner.
- b. Make sure all the forms are present and signed by the adjudicator.
- c. Assist the parent in the entrance of the scores into the spreadsheet on the computer.
- d. Fill out and print award certificates for Outstanding Sections and Soloist and place in the appropriate folders to prepare for the awards ceremony.
- e. After the scores are entered in the spreadsheet double check the scores and enter the placements.
- f. Print copies of the score sheets and hand a copy to each of the judges and Ms. Hench
- g. After approval from the judges and Ms. Hench make one copy for each director and place in the Awards envelopes.
- h. When the certificates are completed and the score recap sheets are complete collect the tape recorders and download on the computer.
- i. Make files for each school with the judge's comments.
- j. Send files via Dropbox to each school.
- k. Please keep this area private from non essential personnel or guests.

#### **13. HOSPITALITY**

- a. Assist the Boosters with set up and organization of the food, drink and decorations.
- b. Replenish food and drink when necessary.
- c. Assist in serving and clean the room.
- d. Every 30 minutes two of the team will check paper supplies in the restrooms and restock when needed sweep restrooms and make sure all is clean and tidy. Empty trash cans in the dumpsters by the field.
- e. Assist the food booth crew with making sure the campus is clean and free of trash.

#### **14. FOOD BOOTH**

- a. Help the Boosters with set up of the food booth.
- b. The adults will take the money while the students help fill the food orders.
- c. Make runs every 30 minutes or when needed (when not in the middle of a rush) and empty trash cans in the dumpsters.
- d. While on trash run use pickers to pick up trash around the front quad area. Periodically check the areas all around the theater to make sure it is free of trash.

#### **15. BUTTON AND CANDY BOOTH**

- a. Help set up the booths
- b. Assist the Boosters with sales. The Boosters handle the monies.
- c. Set up a table and assist with sales of Wendell Kelly's book. Keep track of sales and money.
- d. Workers in the button booth will use the button machine when needed to fill orders.

