

INTRODUCTION

We ask that each volunteer participate in a **minimum of three 8-hour shifts**. Each volunteer must also attend a training session specific to their segment.

In return for the volunteer hours we offer passes to the festival. All volunteers receive a sweet volunteer T-shirt, access to the volunteer appreciation shows and various other awesome goodies.

There are a number of different areas of the festival where you can volunteer:

MUSIC

POP Montreal produces shows in over **40 venues each night** so this is the segment of the festival that requires the most volunteers. This job has a lot of responsibility as it usually requires that you handle money and present yourself as a face of POP Montreal. It is also a job that requires you to be very punctual and that you can stay late. Please consider your availability **carefully** before signing up for this segment.

RESPONSIBILITIES

STAGEHANDS: loading equipment into the venue and assisting the changeover between sets (moving amps, affixing promoter/ sponsor banners...)

PRODUCTION ASSISTANTS: working the door (taking tickets, selling tickets, managing the guest list, keeping a record of attendance)

REQUIREMENTS

- music volunteers do not need any previous experience, though must be 18 to work at most venues at night
- music volunteers are not required to be bilingual, though this is a great asset
- music volunteers are required to attend a training session prior to their shifts being confirmed
- music volunteers must work three nights (usually at the same venue, though there are exceptions)
- the shifts start between 16h and 21h and end between 23h and 2h30 depending on the show and venue; it is essential that volunteers stay until the event doors have closed. If you rely on public transportation--or have early morning commitments--please take this into consideration before you sign up for these responsibilities.

PUCES POP

Puces POP is Montreal's largest do-it-yourself festival where people can come and celebrate all types of independent creation! In addition, Puces POP hosts several other events such as Lil Biz (a business seminar for artists and craftspeople), Fashion POP and the Record Fair & Gear Swap. Puces Pop Volunteers get to hang out with all the beautiful stuff! While volunteers need to be readily available to the Puces Pop directors, they generally get lots of time to look over the wares for sale and investigate the on-site concerts/presentations and other happenings.

RESPONSIBILITIES

PRODUCTION ASSISTANTS: Puces Pop volunteers are needed to set-up and arrange the tables during the late afternoon on Friday. On Sunday evening after the craft fair finishes, Puces Pop volunteers are needed to tear down and stack tables, clean up and return the space to its original condition.

ACCUEIL: on Saturday and Sunday during the craft fair, Puces Pop volunteers will help direct crowds, answer questions, bartend, and perform general labour

BABYSITTER: On Saturday and Sunday, during the fair, volunteers will be needed to set up the kids craft area, let families know as they walk in that the space is available, keep a close watch on the children, engage them in activities and clean up throughout the day.

REQUIREMENTS

--Puces Pop volunteers are required to work the entire fair from set-up to tear down (about 30 hours). In short, this requires that volunteers be available to work Friday during the afternoon, Saturday from 10h45 to 18h and Sunday from 10h45 until the end of the craft fair and the completion of the tear down.

SYMPOSIUM

Volunteers at the Symposium get to be privy to some of the most innovative activities at POP Montreal as well as listen to some of our most pre-eminent artists speak about the music industry.

RESPONSIBILITIES

ACCUEIL: Symposium volunteers work primarily at the doors to symposium events, taking attendance and providing information.

REQUIREMENTS

--Symposium volunteers work three shifts during the week of POP Montreal. These shifts are usually scheduled from 10h30 to 19h30. They are required to attend all day, each of their three days. This is a hefty time commitment and because of the nature of the event, promptness is very important.

--Symposium volunteers are required to attend a training session prior to their shifts being confirmed

FILM POP

Now entering its seventh year in 2010, the Film Pop festival aims to present new independent cinema and its unsung cinematic forbearers in a variety of unconventional venues and contexts throughout Montreal.

Film Pop is all about busting out of the rusty old film festival cage, and finding fun new ways to present movies, with a particular predilection for the musical. It's "where movies and music make out in the dark," as the old saying goes. Film Pop runs for the full five days of the festival.

RESPONSIBILITIES

PROJECTIONISTS: pressing "play" on DVD players

SECURITY: watching the galleries and keeping the artwork safe

STAGEHANDS: setting-up at least 5 venues on Tuesday, tear-down on Monday,

REQUIREMENTS

--because Film Pop events vary in terms of length, Film Pop volunteers will either work all five days or 30 hours, depending of the type of event.

--Film Pop volunteers working all-day events will be required to work three or four shifts of 5 to 8 hours

--Film Pop volunteers working at individual screenings will be required to work all five days of the festival in small daily shifts of 2 to 3 hours

--most of the Film Pop events end fairly early, early enough to see some shows!

ART POP

Art Pop shifts begin several days before the festival for set up, run throughout the festival and then for several days after the festival for tear-down. The times of the shifts vary, but most are during the day and are finished by 19h. There are some evening and night time events. Art Pop volunteers will be scheduled according to their availability and interests.

RESPONSIBILITIES

STAGEHANDS: before the festival, Art Pop volunteers will assist with the installation of art at various galleries and alternative spaces. After the festival, Art Pop volunteers will assist in uninstalling the various installations

ACCUEIL: during the festival, Art Pop volunteers will be responsible for greeting guests, providing information and keeping the artwork safe. At some installations, music events are held and Art Pop volunteers will be responsible for keeping the artwork safe while other events are being held in the space.

REQUIREMENTS

--Art Pop volunteers are asked to work three shifts of between 7 and 9 hours

--Art Pop volunteers are required to attend a training session prior to their shifts being confirmed

KIDS POP

The best thing about volunteering with Kids Pop is having fun with kids! The second best thing about volunteering with Kids Pop is that your evenings are free to check out the rest of the festival. There's lots of room for helping hands!

RESPONSIBILITIES

WORKSHOP ASSISTANTS: helping facilitators and kids during the art and music workshops, ACCUEIL: helping direct people to various shows and workshops, explaining scheduling, set-up and tear down, as well as various other miscellaneous and fun things.

REQUIREMENTS

--Fluency in English and French is an asset.

TECH

Tech volunteers help us to create the venues that make POP Montreal special. Every year POP Montreal takes up residence in unconventional venues that require the installation of a sound system. Tech volunteers help to move the gear (heavy lifting!) and sometimes to set it up. This is a great opportunity to learn about the technical side of event production as we have an experienced team to lead you. The work is physical and can include downtime while you wait for the next delivery, but can also be immensely rewarding.

RESPONSIBILITIES

TECHNICAL ASSISTANT: heavy lifting, not-so-heavy pushing, coiling wires, packing gear boxes

REQUIREMENTS

--most Tech volunteers will be needed on Tuesday and Wednesday before the festival and on Monday after the festival

--other opportunities for Tech volunteers will be at night once a venue has closed its last show for the load-out of equipment

--strength is required, experience is not.

OFFICE HELP

Office volunteers really get to see behind the scenes! We need volunteers in the office starting a few weeks before the festival to help with the amazing amount of work that has to get done in the last weeks before the festival starts. We also need volunteers through the festival to help prepare everything for each evening. We get started around 10h and as the festival gets closer, we work until midnight or so.

RESPONSIBILITIES

OFFICE VOLUNTEERS: answering phones, data entry, organizing our store room, helping with graphic design, arts and crafts, crunching numbers, packing envelopes

REQUIREMENTS

--Office volunteers are asked to donate 40 hours of their time in either five 8-hour shifts or eight 5-hour shifts. The shifts are flexible but **must** be arranged in advance so that we can prepare work for you.

--some volunteers from other segments may also choose to work some office hours to earn extra passes and perks. Those volunteers will donate 10 hours in the form of two 5-hour shifts.

--Office volunteers with laptops are best as there is always lots of work to get done on the computer but our resources are limited. If you don't have a laptop but are still interested, sign up. We always have other work to do!

--preference will always be given to bilingual volunteers for office work

REGISTRATION

Registration volunteers get to meet EVERYBODY! They are the first face of the festival for absolutely everybody who is playing the festival, working at the festival, attending with a pass or just passing by to check things out. Because Registration is a lot of responsibility and requires an in-depth knowledge of the festival, preference is given to return volunteers.

RESPONSIBILITIES

REGISTRATION VOLUNTEERS: distributing paid and unpaid passes, artist registration, providing information about the festival and generally representing POP Montreal.

REQUIREMENTS

--Registration volunteers are required to be bilingual

--Registration volunteers are required to work four shifts, three dayshifts and either the set-up or tear-down. These shifts begin the day before the festival for set-up and run until the day after the festival for tear-down. Registration only takes place on the first four days of the festival, but volunteers are needed on the last day to help clean up the registration space.

--Registration shifts are usually 8.5 hours long--from a half hour before the doors open until about 15 minutes after they close.

--Registration volunteers are required to attend a training session prior to their shifts being confirmed

NOTMAN HOUSE

This old hospital is the central meeting space for POP Montreal and the volunteers there are the first face of the festival for almost everybody who attends from volunteers to artists to media and VIPs and our paid pass holders. Notman House volunteers work in conjunction with Registration volunteers to keep things running smoothly. Notman House volunteers work at the hub of the POP Montreal action. Registration, Bike Rentals, Merchandise Sales, Art Pop, The Artist Lounge, BBQs and sponsor tables are all held at Notman House during the festival.

RESPONSIBILITIES

--before the festival volunteers help to set up the space – we have to move furniture, put up POP signage, help set up the bar and generally make sure the space is looking great! After the festival, the volunteers help us to return the house to the condition we received it.

--during the festival Notman House volunteers fill a number of positions and usually rotate during the day so they get a little taste of everything: greeting and checking the passes of people entering the Artist Lounge, directing our pass holders to registration, helping with bike rentals, flipping burgers, handing out beer tickets. Notman House volunteers also keep the space looking its best during the festival.

REQUIREMENTS

--Notman House volunteers are required to work three 8.5 hour shifts over an 8 day period. The shifts start about a half hour before the House opens for the day and finish about 15 minutes after we close.

--Notman House volunteers must work either a set-up shift or a tear-down shift (or both!) The set-up for Notman House starts a few days before the festival and the tear down is completed the day after the festival.

--Notman House volunteers are required to attend a training session before their shifts are confirmed

VARIOUS OTHER JOBS

MERCH SALES

RESPONSIBILITIES: Merch Volunteers work at several locations selling Pop Montreal Merchandise on behalf of Pop Montreal. Pop Montreal sells its own merchandise at Notman House (where Registration takes place) and at some of our other venues.

REQUIREMENTS: Merch volunteers work three shifts, usually of eight hours or so. Most of the Merch shifts take place during the day and finish in early evening, but there are always a couple night-time events where we want to sell our own merch. Merch volunteers are required to attend a training session before their shifts are confirmed.

SPONSORSHIP FULFILLMENT

RESPONSIBILITIES: Volunteers helping with sponsorship fulfillment help a POP Montreal staff member to hang banners at various venues before our events. This happens during the day before the shows start and gives volunteers an opportunity to learn about our sponsorships and lets them get a sneak-peek at some of our venues. Many volunteers are also needed to stuff and deliver the delegate bags, to organize sponsor giveaways at Registration and to set-up and operate the sponsor table at Pucés Pop.

REQUIREMENTS: A driver's license is required for this position but a car is not. Sponsorship volunteers work 3 shifts over seven days. We start hanging our banners the day before the festival and take the last ones down the day after.

PARTY PEOPLE

RESPONSIBILITIES: Party volunteers work at our opening and closing parties as well as our delegate parties, hosted for POP Montreal's VIPs. Party volunteers help to set up the party space, serve food, greet at the door and then help to clean up after the party.

REQUIREMENTS: The hours required depend on the parties planned. If there are three party volunteers will work all three parties. If there are only two parties planned, party volunteers will work at a music event to make up a third shift.

CATERING VOLUNTEERS

RESPONSIBILITIES: Catering volunteers assist our Catering Manager to manage food and beverage drop-offs to various venues during the festival.

REQUIREMENTS: Catering volunteers are required to work three shifts between 6 and 9 hours each during the festival. These shifts usually start in the afternoon but can run into the evening and for some events, quite late. A driver's license is an asset for this position, but a car is not required.

DRIVERS/ RUNNERS

RESPONSIBILITIES: Drivers work odd hours: sometimes for airport trips, other times to help the tech teams, catering teams or office team.

REQUIREMENTS: A driver's license is required for this position but a car is not. Drivers are required to be available for three days either before, during or after the festival or some combination of those. These shifts usually start in the afternoon but can run into the evening and for some events, quite late. These jobs are extremely limited, but if you have a car and would like to help this way, get in touch!