



## **SMAKANGER HUNT**

**SELMA TO MONTGOMERY**

**EDITION**

March 18, 2023

# **VOLUNTEER OPPORTUNITIES**

- ❖ CHECK-IN COORDINATOR
- ❖ TENT SET-UP & TEAR-DOWN TECHNICIAN
- ❖ TABLE & CHAIR SET-UP TECHNICIAN
- ❖ SIGNAGE SET-UP & TEAR-DOWN TECHNICIAN
- ❖ VOLUNTEER SUPPORT
- ❖ CLUE ATTENDANTS
- ❖ PRODUCTION ASSISTANT
- ❖ CAMERA OPERATOR
- ❖ SMAKenger HUNT PROMOTER

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All SMAK Ambassadors assisting with the SMAKenger Hunt, please report to

**46 Monroe St. Montgomery, AL 36104**

*promptly at 7:00AM.*

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# **SMAKenger Hunt Volunteer Check-In Coordinator**

## ***Job Description:***

We are seeking a punctual, organized, and friendly individual to coordinate the check-in and check-out process for volunteers at our upcoming SMAKenger Hunt event. The individual will be responsible for obtaining signatures on event waivers and photo release forms, distributing volunteer badges, and discussing assignments with volunteers. Additionally, they will be responsible for setting up and restocking the volunteer work area with beverages and supplies, as well as distributing bags at the completion of volunteers' shifts.

## ***Responsibilities:***

- Check-in and check-out volunteers, obtain signatures on event waivers and photo release forms
- Distribute volunteer badges and discuss assignments with volunteers
- Set up and restock the volunteer work area with beverages and supplies
- Distribute bags at the completion of volunteers' shifts
- Communicate with Event Managers and Vendor Support Leads as needed

## ***Requirements:***

- Strong organizational and punctuality skills
- Strong communication skills
- Ability to work in a fast-paced and demanding environment
- Ability to lift 15-20lbs
- Availability to work during event hours

The ideal candidate will have excellent organizational skills, as well as friendly and approachable demeanor, able to work in a fast-paced environment, and will be able to communicate effectively with volunteers, event managers, and other staff members. In addition, the ability to work in a shift is a must, as they will have to coordinate multiple people in different hours.

# **SMAKenger Hunt Tent Set-Up & Tear-Down Technician**

## ***Job Description:***

We are seeking an individual with manual dexterity and the ability to lift 25-40 pounds to assist with the set up and tear down of 10'x10' pop-up style canopy tents at our upcoming SMAKenger Hunt event. The individual will be responsible for arranging tents in the exhibitor's area and anchoring them with sandbags/cinder blocks. The individual is also responsible for packing away the tents for storage at the end of the event.

## ***Responsibilities:***

- Setting up and tearing down canopy tents
- Arranging tents in the exhibitor's area
- Anchoring tents with sandbags or cinder blocks
- Packing away tents for storage at the end of the event

## ***Requirements:***

- Manual dexterity
- Ability to lift 25-40 pounds
- Ability to master set-up quickly in order to repeat
- Ability to follow predetermined directions and read event layout diagrams

# **SMAKenger Hunt Table & Chair Set-Up Technician**

## ***Job Description:***

We are seeking an individual with manual dexterity and the ability to lift 10-15 pounds to assist with the set-up and tear-down of tables and chairs at our upcoming SMAKenger Hunt event. The individual will be responsible for placing tables and chairs in the festival and organization canopies, as well as tearing them down and restacking them for storage and/or pick-up at the end of the event.

## ***Responsibilities:***

- Setting up and placing tables and chairs in the festival and organization canopies
- Tearing down and restacking tables and chairs for storage and/or pick up

## ***Requirements:***

- Manual dexterity
- Ability to lift 10-15 pounds
- Organizational skills
- Ability to follow predetermined directions and read event layout diagrams

# **SMAKenger Hunt Signage Set-Up & Tear-Down Technician**

## ***Job Description:***

We are seeking an individual with the ability to follow predetermined directions and set-up signs in a neat and aesthetic fashion. The individual will be responsible for setting up and placing event signage, booth numbers, and directional signs in predetermined areas and removing them at the close of the event for disposal or storage. Duties may also include placement and set-up of trash bins for Festival opening day.

## ***Responsibilities:***

- Setting up and placing event signage, booth numbers and directional signs in predetermined areas
- Remove signage at the close of the event for disposal or storage
- Placement and set-up of trash bins for Festival opening day:
- Ability to follow predetermined directions
- Ability to set-up signs and place signage in a neat and aesthetic fashion
- Ability to lift 10-15 pounds
- Ability to stand and balance on a 6' ladder if needed.

These positions require individuals that are physically capable of lifting and carrying items, able to follow predetermined directions, able to work fast, with attention to details and safety. The ability to follow instructions and diagrams is necessary to ensure the set-ups and take-downs are smooth and organized.

# **SMAKenger Hunt Volunteer Support (Relief)**

## ***Job Description:***

We are seeking an individual who is punctual, assertive, and friendly to provide short breaks (5-10 minutes) for volunteers at our upcoming SMAKenger Hunt event. The individual will be responsible for watching booths while volunteers take breaks, delivering bottled water to volunteers, and ensuring that the event runs smoothly while volunteers are away from their booths.

## ***Responsibilities:***

- Provide short breaks (5-10 minutes) for volunteers
- Watch booths while volunteers take breaks
- Deliver bottled water to volunteers
- Ensure that the event runs smoothly while volunteers are away from their booths
- Follow instructions from volunteers and event managers

## ***Requirements:***

- Punctuality and reliability
- Ability to be assertive and friendly
- Ability to understand and follow instructions from volunteers and event managers.
- Strong customer service and communication skills.

The ideal candidate will have strong customer service skills, and an approachable demeanor that can communicate effectively with event staff and volunteers. They'll need to be reliable and punctual, as well as able to follow instructions and ensure that the event runs smoothly while volunteers are away from their booths. It requires a little bit of multitasking and assertiveness to be able to handle different requests and volunteers while they're on break.

# **SMAKenger Hunt Clue Attendants**

## ***Job Description:***

We are seeking individuals who are punctual, assertive, and friendly to provide participants with clues during the upcoming Smakenger Hunt event. The individual will be responsible for distributing clues to participants, answering questions about the event and clues, and ensuring that the event runs smoothly. They will have to be available to walk/stand for long periods of time (up to 4 hours)

## ***Responsibilities:***

- Provide participants with clues for the Smakenger Hunt
- Answer questions about the event and clues
- Ensure that the event runs smoothly
- Follow instructions from event managers

## ***Requirements:***

- Punctuality and reliability
- Assertiveness and friendliness
- Strong customer service and communication skills
- Ability to walk/stand for long periods of time (~4 hours)
- Ability to understand and follow instructions

The ideal candidate will have strong customer service skills, and an approachable demeanor that can communicate effectively with event staff and participants. They'll need to be reliable and punctual, as well as able to follow instructions and ensure that the event runs smoothly. They will have to be able to stand for long periods of time and be comfortable with walking around, interacting with different groups and distributing the clues.

# **SMAKenger Hunt Production Assistant**

## ***Job Description:***

We are seeking an individual who is punctual, assertive, and friendly to provide support to the videographer during the upcoming SMAKenger Hunt event. The individual will be responsible for assisting the videographer with all production needs, including setting up and breaking down equipment, and running errands as needed. They will have to be available to walk/stand for long periods of time (up to 4 hours)

## ***Responsibilities:***

- Provide support to the videographer with all production needs for the SMAKenger Hunt event
- Assist with setting up and breaking down equipment
- Run errands as needed
- Follow instructions from event managers and videographer

## ***Requirements:***

- Punctuality and reliability
- Assertiveness and friendliness
- Strong communication skills
- Ability to walk/stand for long periods of time (~4 hours)
- Ability to understand and follow instructions

The ideal candidate will have strong organizational skills, an assertive and friendly attitude, and the ability to communicate effectively with event staff, videographers and participants. They'll need to be reliable and punctual, as well as able to follow instructions and support the videographer's needs. Additionally, being able to stand or walk around for long periods of time and be comfortable working with equipment is required.

# **SMAKenger Hunt Camera Operator**

## ***Job Description:***

We are seeking an experienced and skilled camera operator to capture footage of our upcoming SMAKenger Hunt event. The individual will be responsible for operating cameras and other related equipment, capturing high-quality footage and audio, and working with the videographer to achieve the desired look and feel for the footage. They will have to be available to walk/stand for long periods of time (up to 4 hours)

## ***Responsibilities:***

- Operate camera equipment to capture high-quality footage and audio
- Work with the videographer to achieve the desired look and feel for the footage
- Collaborate with other members of the production team to ensure a smooth and efficient workflow
- Follow instructions from event managers and the videographer

## ***Requirements:***

- Punctuality and reliability
- Assertiveness and friendliness
- Strong communication skills
- Ability to walk/stand for long periods of time (~4 hours)
- Ability to think and act quickly
- Ability to pay attention to detail
- Ability to carry heavy equipment (10-15 pounds)
- Ability to work well in a team
- Knowledge of camera equipment operation and maintenance.
- Technical skills, such as lighting and sound recording
- Strong storytelling, visual and aesthetics sense

The ideal candidate will have experience operating cameras and related equipment, with an ability to think and act quickly, work well as part of a team and pay close attention to detail. They will also have strong visual and storytelling skills, as well as technical knowledge of lighting, audio, and other production aspects. They must be able to carry equipment for long periods of time, be able to work in a fast-paced environment and follow instructions from the videographer and other event managers.



# The SMAKenger Hunt Promoter

## ***Job Description:***

We are seeking an energetic and outgoing individual to promote a Smakenger Hunt event in the local area. The individual will be responsible for reaching out to small businesses and asking them to participate as donors in the event. This will involve approaching businesses in person, making phone calls, and sending emails to promote the event and explain the benefits of participation. The individual will also be responsible for ensuring that participating businesses display promotional flyers in their establishments.

## ***Responsibilities:***

- Reach out to small businesses in the local area and explain the event and the benefits of participation
- Follow up with businesses to confirm their participation and ensure that promotional materials are displayed
- Work with a team to ensure that the SMAKenger Hunt event is a success

## ***Requirements:***

- Proven sales and marketing experience
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Passion for community events and promoting local businesses

This job requires a good amount of door to door, calling or emailing potential partners, and making follow ups, in order to make sure that the participation and the event itself is successful.