



Position Title: Event Set-Up Volunteers
Event: Music for Life

Location: Ada Slaight Hall – Daniels Spectrum, 585 Dundas St E
Reports to: Lily Szeto

POSITION SUMMARY: Event Set-Up volunteers are responsible for assisting staff in the room set up for the Music School's major fundraiser, *Music for Life*. Volunteers will help setting up tables and chairs, moving boxes of event materials, and helping with room and table decorations. Volunteers may also help in loading materials for transport from Dixon Hall's office at 58 Sumach Street to the event space on Dundas St E. This is physically demanding work and volunteers must be able to do the physical labour required.

OF AVAILABLE POSITIONS: 4

QUALIFICATIONS:

- Physically able to move furniture and boxes; moving and/or special event set-up experience an asset
- Fluency in written and verbal English; other languages an asset
- Ability to work independently with minimal supervision and as part of a team
- Must be 19 years of age or older

REQUIREMENTS

- Complete a volunteer application form

MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist Team Lead as directed

EVENT DETAILS

- Wednesday December 6, 2017 from 2:30pm – 5:00pm
- Lily Szeto
- Dress code: close-toed shoes or similarly appropriate footwear; work gloves (optional)

For more information, and to apply, please contact:

Heather Johnson
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