

## Operations / **Human Resources**

### **Purpose**

The Human Resources Team ensures the festival has the right people in the right roles. They are responsible for staffing, volunteer management, and ensuring that all crew members are well-prepared, motivated, and supported throughout the event.

### **Tasks & Responsibilities**

- Manage staffing and ensure all roles are filled with informed and enthusiastic individuals
- Oversee the volunteer intake process, ensuring applications are received and processed appropriately
- Work with Team Leaders to manage numbers and volunteer schedules
- Provide ongoing support and oversight for volunteers, ensuring smooth operations
- Adjust volunteer schedules and staffing as necessary to meet operational needs

### **Time Commitment**

- Pre-festival: Recruitment and scheduling
- Festival shifts: Throughout the event, ensuring the HR needs of the festival are met
- Post-festival: Finalizing volunteer and staffing records