

Spokane Renaissance Faire Jobs & Roles

Title: Co-Faire Directors 2019

Role: Maintains professional image with the public. Coordinates information and updates between all of the Assistant Directors. Creates vision and ensures that the vision is delivered to the public during the event. Supports other aspects of event leadership and assists with completing or delegating out unfinished tasks for the faire. Provides oversight of all aspects of the event with the exception of the fundraising, budget approval, and yearly review of their performance.

Responsibilities: Oversees Assistant Directors in the following:

- Create the plan for the year including decisions such as: what year it will be, what the slogan or theme will be for that season and if there are significant milestone accents that are necessary (such as the upcoming 10th Anniversary year). Setting the overall image/concept for the year.
- Select, interview and approve Assistant Directors
- Affirm and train leaders as needed
- Assist Assistant Directors with difficult situations or scenarios when they arise.
- Create the yearly deadline calendar
- Schedule meetings, as necessary, with individual Assistant Directors, team groups or all Assistant Directors
- Ensure that a signed-around copy of completed contracts is available online.
- Approve or Deny purchase requests and make said purchases
- Ensure that the budget is used appropriately and hold Assistant Directors accountable for purchases.
- Network with other non-profits, event leaders, businesses and the public to ensure accurate information exchange and to identify potential mutually beneficial situations.
- Visit other events similar in nature in order to gather potential ideas for improving our faire.
- Create appropriate information documentation and execution for real or potential grant opportunities.
- Complete duties of Assistant Faire Directors and Faire Managers with corresponding budgeted compensation should any Assistant Director or Manager positions remain open or if they are found to not be completing their tasks.
- Provides a monthly report to the Event Manager of the Spokane Entertainer's Guild.

Title: Games Manager

Role: Supports faire and it's fun-d raising efforts by coordinating all of the event's game activities sponsored by SRF.

Responsibilities:

- Reports to AFD-Entertainment
- Provides proper training for their volunteers.
- Keeps an accurate inventory of equipment
- Orders necessary replacement equipment and prizes (with prior authorization)
- Informs marketing of games for the year for advertising purposes
- Determines number of volunteers and coordinates with the volunteer manager..
- Communicates with AFD-E on any needs.
- Provides Site Director with site requirements for gaming spaces.
- Assures HR has signed forms and contracts (Liability Release, Code of Conduct, additional Contracts and Forms as requested.)
- Reports all unsafe equipment and behaviors to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-E by assigned date with pre approval.
- Handles minor volunteer complaints.

Spokane Renaissance Faire Jobs & Roles

Title: Cast Manager

Role: Supports Faire Director and ensures cast is trained and ready for performances, has the appropriate costumes and understands what to expect during the Faire.

Responsibilities:

- Reports to AFD-Entertainment
- Provides proper training for their volunteers and in-house performers.
- Schedules and holds auditions and/or orientations.
- Informs marketing of audition/orientation needs, ie. emails, postings, PSA's or announcements.
- Determines Faire characters needed and casts accordingly.
- Develops and schedules workshop content specific to cast needs.
- Communicates with cast about workshops.
- Develops and maintains cast list.
- Schedules rehearsals for Faire shows.
- Coordinates with Paid Performer Manager for scheduling purposes.
- Communicates with AFD- Entertainment on any needs.
- Provides Site Director with site requirements.
- Assures HR has signed forms and contracts (Liability Release, Code of Conduct, additional Contracts and Forms as requested.)
- Reports all unsafe equipment and behaviors to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-E by assigned date with pre approval.
- Handles minor cast complaints.

Title: Combat Corp Manager

Role: Provides safe and entertaining fights/conflicts for the patrons.

Responsibilities:

- Reports to AFD- Entertainment
- Ensures Combat Corp cast is trained and ready for performances, has the appropriate costumes and understands what to expect during the Faire.
- Works with Cast Manager to set up Improvisation Classes.
- Maintains up-to-date Combat Corps performers' roster and contact list.
- Writes practice lesson plans and performance shows.
- Maintains updated fight/conflict and performers' manual.
- Communicates scheduled practice times and location to the performers.
- Choreographs and teaches fights/conflicts and how to write a conflict.
- Tracks progress of performers and conflicts (skill levels, testing of skills, testing of conflicts, certifying all performers prior to Faire) and provides written documentation of certification to the AFD-E.
- Coordinates with the AFD-E the needs of schedule time of fights/conflicts, props, and performance space needed for the Faire.
- Maintains all Combat Corps equipment.
- Provides updated inventory list to the AFD-E.
- Provides list of equipment needs to the AFD-E: new equipment or repairs needed.
- Arranges for setup and teardown of performance space at the Faire.
- Maintains the safety of all performers and spectators.
- Coordinates events outside of the Faire with the Event Manager prior to non-faire events.

Spokane Renaissance Faire Jobs & Roles

- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment and behaviors to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-E by assigned date with pre approval.
- Handles minor customer and corp. complaints.

Title: Assistant Faire Director- Public Relations (PR)

Role: Provides all marketing and PR for the faire. Works with Vendor and Paid Performer Manager to promote vendors and performers. Supports the Faire Director in promoting a quality Faire.

- *Responsibilities:* Oversees Marketing Managers in the following categories:
 - Website
 - Public Relations
 - Social Media
- Ensures consistent branding for all aspects of the Faire.
- Works with Faire Director and AFD-E to market the “theme” of the Faire for each year.
- Coordinates with Paid Performer Manager, SEG Business Manager,-Vendor Manager, Demonstrators, etc. . . to market vendors, sponsors, and entertainers.
- Helps Faire Director develop marketing image/concept for the year.
- Ensures the design and production of annual poster, program, and print ads as needed.
- Ensures the PR Managers are sticking to their budget and submitting receipts to the AFD-M in a timely manner.
- Helps develop Spokane Renaissance Faire branding.
- Coordinates with Cast Director and Volunteer Manager to promote auditions/recruiting events.
- Coordinates marketing to include but not limited to:
 - Email blasts
 - Free Online event postings
 - Website postings
 - Sets up promotional events
 - Sets up Radio spots
 - Sets up T.V. promos
- Provides Faire Director and/or Event Manager with any requirements for the execution of promotions.
- Reports all unsafe issues and behaviors to the Faire Director, including but not limited to: offensive social media posts, sharing of personal information, unauthorized use of marketing materials and/or the Graphic Standards Manual, etc....
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Submits reimbursement requests and personal contributions to the Faire Director by assigned date with pre approval.
- Handles complaints as needed.

Title: Print Manager

Role: Supports Marketing with tasks related to PR

Responsibilities:

- Reports to the AFD-M
- Writes and submits press releases and calendar events as needed.
- Follows up on leads and potential articles.

Spokane Renaissance Faire Jobs & Roles

- Sets up T.V. appearances on news stations.
- Maintains a database of all media contacts and deadlines.
- Communicate with AFD-M on any needs.
- Provides Marketing Director with any requirements for the execution of promotions.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe issues and behaviors to the AFD-M.
- Submits reimbursement requests and personal contributions to the AFD-M by assigned date with pre approval.
- Handles minor complaints.

Title: Social Media Manager

Role: Support Marketing with tasks related to improving our social media views and interactions

Responsibilities:

- Reports to the AFD-M
- Writes and releases calendar events as needed.
- Updates the social media sites at least twice a week and once a day for the month prior to the event.
- Shares beneficial links
- Maintains a database of all social media outlets and passwords
- Communicate with AFD-M on any needs.
- Provides Marketing Director with any requirements for the execution of promotions.
- Adheres to the use of common courtesy with individuals who may be, at times, inflammatory.
- Reports all unsafe issues and behaviors to the AFD-M.
- Submits reimbursement requests and personal contributions to the AFD-M by assigned date and only after pre-approval.
- Handles minor complaints from volunteers and attendees.
- Forwards appropriate information from volunteers and attendees to the correct contact.

Title: Internet Presence Manager

Role: Support Marketing with tasks related to improving our internet presence, views and interactions.

Responsibilities:

- Reports to the AFD-M
- Writes and releases calendar events as needed.
- Updates the internet sites such as medieval and renaissance calendars, community calendars and group sites at least once a year by the 15th of April with correct information regarding the upcoming event.
- Shares beneficial links with the AFD-M and Social Media Manager
- Maintains a database of all websites and passwords
- Communicate with AFD-M on any needs.
- Provides Marketing Director with any requirements for the execution of promotions. (ie: costs to post on websites or in online magazines)
- Adheres to the use of common courtesy with individuals who may be, at times, inflammatory.
- Reports all unsafe issues and behaviors to the AFD-M.
- Submits reimbursement requests and personal contributions to the AFD-M by assigned date and only after pre-approval.
- Forwards appropriate information from volunteers and attendees to the correct contact.

Spokane Renaissance Faire Jobs & Roles

Title: Parking Manager

Role: Provides adequate and safe parking for our cast, volunteers, vendors, and patrons.

Responsibilities:

- Reports to the AFD-S
- Works closely with the AFD-S in regards to layout and parking plan.
- Ensures that parking signs, markers, fencing barriers, etc. are properly placed.
- Requests equipment from the AFD-O & AFD-S as needed.
- Provides radios and safety vests for parking crew.
- Coordinates parking crew and assigns duties, schedules, etc.
- Coordinates communication between parking staff.
- Ensures volunteers are provided with weather protection, water, and food as needed.
- Collects all equipment post-Faire.
- Provides proper training for parking volunteers.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-S by assigned date with pre approval.
- Handles minor customer complaints.

Title: Construction Manager

Role: Ensures that all equipment and stages are safe and meet the Faire expectations.

Responsibilities:

- Works with AFD-S on repair needs for the props, stages, benches, and the need for new props to be made.
- Coordinates with AFD-S on what props, stages, benches, etc. that are needed for the Faire
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Co-ordinates with AFD-S and oversees construction work parties.
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-S by assigned date with pre approval.
- Handles minor customer complaints.
- Attends at minimum 3 days of set up for the event (one of the weekends before and the day before)

Title: Market Merchant Manager

Role: Ensures there are an adequate number of Market Vendors for the Faire.

Responsibilities:

- Reports to AFD-V
- Solicits new appropriate vendors
- Creates and maintains a contact database of current and potential vendors.
- Initiates contact with vendors either by phone, in person, or e-mail.
- Communicates with vendors on site rules, policies, where to park, and where to set-up on site.
- Coordinates with AFD-S on placement of vendors on Faire site.

Spokane Renaissance Faire Jobs & Roles

- Sends confirmation e-mail and letters/packets to vendors including copy of the completed contract.
- Creates welcome packet.
- Ensures collected vendor fees are delivered to Treasurer.
- Sends contact and product information to Marketing Manager for promotions by cut-off date.
- Creates a list of vendors booth sizes and preferences for AFD-S.
- Works with Volunteer Manager to assign and train Vendor Ambassadors.
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-V by assigned date with pre approval..
- Handles minor vendor complaints.

Title: Assistant Faire Director – Vendors (AFD-V)

Role: Provides operational logistics for the vendor/merchant aspect. Works with the Managers below them to succeed with the support & resources they require. Supports the Faire Director by cultivating and selecting appropriate vendors and demos for our event.

Responsibilities:

- Oversees Vendor/Merchant Managers in the following categories:
 - Market Merchants
 - Food Vendors
 - Feast on Foot and food for volunteers team
 - Demonstrations
- Responsible for ensuring all monies owed by these groups is submitted by the due date.
- Coordinates with the Volunteer Manager to ensure there is adequate staffing for the successful operation of the Faire.
- Ensures that the Operational Managers are sticking to their timelines.
- Ensures that the Operational Managers are training their volunteers.
- Ensures the Operational Managers are sticking to their budget and submitting receipts to the AFD-O in a timely manner.
- Ensures that the Operational Managers are utilizing and keeping track of all Board of Directors (BOD) approved contracts (if applicable).
- Coordinates with Site Manager for acquisition of power sources for Faire operations.
- Works with the Assistant Director - Site and the Operational Managers to supply equipment and resources required, such as tills, first aid kits, power, fire extinguishers, phones, radios, etc.
- Acts as the liaison between Operational Managers and Faire Director.
- Works with Faire Director and AFD-S to establish venue contract.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the Faire Director by assigned date with pre approval..
- Handles complaints as needed.

Title: Food Vendor Manager

Role: Ensures there are an adequate number of Food Vendors for the Faire.

Responsibilities:

- Reports to AFD-V
- Solicits new food vendors.

Spokane Renaissance Faire Jobs & Roles

- Creates and maintains a contact database of current and potential food vendors
- Initiates contact with food vendors/ either by phone, in person, or e-mail.
- Communicates with food vendors on site rules, policies, where to park, and where to set-up on site.
- Communicates with Food Inspector before the Faire ensuring all Food vendors are meeting requirements.
- Coordinates with AFD-S on placement of food vendors on Faire site.
- Sends confirmation e-mail and letters/packets to vendors-
- Creates welcome packet.
- Ensures collected vendor fees are delivered to Treasurer.
- Sends contact and product information to Marketing Manager for promotions by cut-off date.
- Creates a list of food vendors, booth sizes and preferences for AFD-S.
- Works with Volunteer Manager to assign and train Vendor Ambassadors.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-V by assigned date with pre approval..
- Handles minor vendor complaints.

Title: Feast on Foot/ Volunteer Food (FOF)

Role: Ensure that those signed up for “Feast on Foot” and our volunteers are fed and cared for

Responsibilities:

- Reports to AFD-V
- Solicits food donations for the program.
- Creates and maintains a database of current FOF participants.
- Assures HR has signed forms and contracts (Liability Release, Code of Conduct, additional Contracts and Forms as requested.)
- Holds, or will obtain at least one month prior to the event, a Washington State Food Handler’s Permit and maintains such standards as are required.
- Submits reimbursement requests and personal contributions to the AFD-V by assigned date with pre approval.
- Handles minor FOF and volunteer food complaints.
- Obtains and prepares a variety of foods to provide to merchants, demonstrators, and performers who have chosen to participate in the FOF program.
- Obtains and prepares a variety of foods to have accessible in the Volunteer’s Tent.
- “Makes the Rounds” at least every hour and a half to the merchants.
- Pre-Arranges for appropriate items, such as ice, to be brought to the faire grounds at appropriate intervals for the temperature expected.

Title: Demonstrations Manager

Role: Ensures there are an adequate number of demonstrators and that they fit the Faire vision.

Responsibilities:

- Reports to AFD-V
- Solicits new demonstrators.
- Creates and maintains a contact database of current and potential demonstrators.
- Initiates contact with demonstrators either by phone, in person, or e-mail.

Spokane Renaissance Faire Jobs & Roles

- Communicates with demonstrators on site rules, policies, where to park, and where to set-up on site.
- Coordinates with AFD-S on placement of demonstrators on Faire site.
- Sends confirmation e-mail and letters/packets to demonstrators.
- Creates welcome packet.
- Sends contact and product information to Marketing Manager for promotions by cut-off date.
- Creates a list of demonstrators, booth sizes and preferences for AFD-S.
- Communicates with AFD-E in regards to stage time needed for demonstrators, if necessary.
- Assures HR has signed forms and contracts (Liability Release, Code of Conduct, additional Contracts and Forms as requested.)
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-V by assigned date with pre approval.
- Handles minor demonstrator complaints.

Title: Security Manager

Role: Ensures the safety of patrons, performers, vendors, and volunteers during the Faire.

Responsibilities:

- Reports to AFD-O
- Provides proper training for their volunteers.
- Reports hazardous conditions to the AFD-S and keeps general order among patrons.
- Plan, prepare, train, and if necessary execute the established safety plan.
- Coordinates cash drops with Operations Manager
- Ensures security team is trained to ensure all weapons are “peace-tied.”
- Schedules proper security coverage before, during, after the Faire.
- Ensures that Security personnel checks ID on ALL bar patrons prior to entry to bar.
- Ensures that Security personnel monitors perimeter of the Bar to prevent underage drinking, drinks from being removed from bar, drinks from being handed out of the Bar, etc.
- Sets up and equips Security Booth with needed supplies.
- Provides AFD-S with site requirements.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-O by assigned date after pre-approval.
- Handles security, patron, vendor and other security complaints.

Title: Assistant Faire Director – Operations (AFD-O)

Role: Provides operational logistics for running of the faire event. Works with the Managers to empower them with the support & resources they require for success. Supports the Faire Director by cultivating and selecting appropriate vendors and demos for our event.

Responsibilities:

- Oversees Operational Managers in the following categories:
 - Volunteer and Info Booth
 - Tavern
 - Security
 - First Aid
 - Front Gate

Spokane Renaissance Faire Jobs & Roles

- Coordinates with the Volunteer Manager to ensure there is adequate staffing for the successful operation of the Faire.
- Ensures that the Operational Managers are sticking to their timelines.
- Ensures that the Operational Managers are training their volunteers.
- Ensures the Operational Managers are sticking to their budget and submitting receipts to the AFD-O in a timely manner.
- Ensures that the Operational Managers are utilizing and keeping track of all Board of Directors (BOD) approved contracts (if applicable).
- Coordinates with Site Manager for acquisition of power sources for Faire operations.
- Works with the Assistant Director - Site and the Operational Managers to supply equipment and resources required, such as tills, first aid kits, power, fire extinguishers, phones, radios, etc.
- Acts as the liaison between Operational Managers and Faire Director.
- Works with Faire Director and AFD-S to establish venue contract.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the Faire Director after obtaining pre-approval before the purchase.

Title: First Aid Manager

Role: Provides basic First Aid to our patrons, performers, vendors, and volunteers during the Faire

Responsibilities:

- Reports to AFD-O
- Provides proper training for their volunteers.
- Coordinates with First Aid personnel for the care of our participants and patrons.
- Sets up and equips First Aid Booth with needed supplies.
- Provides AFD-S with site requirements.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-O by assigned date following pre-approval.
- Handles minor patron complaints.

Title: Front Gate Manager

Role: Oversees the smooth operations of the front gate.

Responsibilities:

- Reports to AFD-O
- Welcomes the patrons to the Faire or ensures that someone is doing so.
- Provides a positive first impression for the patrons.
- Provides, promotes, and maintains a positive and professional image.
- Provides proper training for their volunteers.
- Distributes Faire program and daily schedule/map to all patrons.
- Provides general information to patrons (i.e. bathrooms, locations of food or shows, etc.)
- Knows and understands acceptable forms of payment, current pricing, and discounts.
- Prepares the booth, table, tills, and chairs.
- Coordinates acquisition, sets-up, and arranges for pick-up/delivery of donation boxes for food.
- Maintains the gate list: volunteers, cast, VIP's and performers.

Spokane Renaissance Faire Jobs & Roles

- Coordinates with AFD-O on obtaining cash for cash register on Faire day.
- Coordinates with the AFD-O on cash drops.
- Monitors and executes sales of daily tickets and weekend passes.
- Purchases and provides wristbands to patrons as they enter.
- Accounts for wristbands sold, cash/credit received, maintains accurate account of gate patrons.
- Handles all till opening and closing procedures.
- Ensures Front Gate personnel is handling all till duties appropriately.
- Responsible for handing out and collecting exit surveys and tabulating data.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-O by assigned date following pre-approval.
- Handles minor patron complaints.

Title: Tavern Manager

Role: Ensures the Bar operations follow all Spokane Entertainers Guild and The State of Washington's rules and regulations. Provides a positive atmosphere for the patrons.

Responsibilities:

- Reports to AFD-O
- Provides patrons with knowledge of prices and information on all beers and wines available.
- Interacts with customers in character.
- Maintains appropriate dress and behavior of time period.
- Provides friendly and quality customer service.
- Ensures bar personnel are checking patrons for intoxication prior to selling alcohol.
- Handles all till opening and closing procedures.
- Ensures Bar personnel is handling all till duties appropriately.
- Coordinates with the AFD-O on cash drops.
- Answers questions and offer suggestions to patrons.
- Ensures that all bar personnel have a MAST certificate, paid performers contract and copy on file with SEG-HR.
- Work with the AFD-S regarding physical setup of bar.
- Coordinates with AFD-O on;
 - Obtaining Liquor License;
 - Cash for tills on Faire day.
- Coordinates with AFD-O in:
 - Obtaining tables and chairs.
 - Obtaining alcohol and all bar supplies.
- Ensures work area is clean and orderly by restocking and maintaining inventory, cleaning countertops, etc.
- Ensures that the liquor license is displayed.
- Ensures that all servers and patrons are 21 or older.
- Maintains opening and closing inventory.
- Assures HR has copies of all signed forms (Liability Release, Code of Conduct, and any other requested contracts or forms).
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-O by assigned date and only after pre approval.
- Handles minor patron complaints.

Spokane Renaissance Faire Jobs & Roles

Title: Volunteer & Information Booth Manager

Role: Ensures there are an adequate number of volunteers to provide a quality Faire for the patrons and oversees the running of the Information Booth.

Responsibilities:

- Reports to AFD-O
- Oversees all volunteers
- Seeks volunteer recruitment from various sources.
- Creates and maintains a contact database of current and potential volunteers.
- Obtains volunteer need information from the Assistant Faire Directors.
- Assigns volunteers to various positions based on ability and training.
- Supplies names/contact info to the Assistant Faire Directors to set up training of the assigned volunteers.
- Compiles and provides HR copies of all signed forms (Liability Release, Code of Conduct, any additional forms as requested.)
- Confirms that training has been completed 1 month and 2 weeks out as available.
- Finalizes volunteer schedule and timeslots.
- Responsible for setting up, acquiring, and supplying items for the Volunteer/Cast tent.
- Oversees volunteers on Faire day by meeting them at the gate and getting them to their work stations.
- Responsible for making sure all volunteers are appropriately dressed.
- Oversees volunteers on Faire day to make sure tools, supplies, and hospitality needs are met.
- Completes required volunteer hours documentation for students as required by their school.
- Oversees the layout of the Information booth and the distribution of accurate information.
- Provides written or verbal thank yous to volunteers.
- Reports all unsafe equipment to the AFD-S.
- Submits reimbursement requests and personal contributions to the AFD-O by assigned date following pre-approval before purchases are made.
- Handles minor complaints as needed and refers larger complaints to the appropriate person.

Worker Positions:

Tavern Worker: An individual who holds a current Washington State MAST card and who has not had a conviction including alcohol abuse in the last 10 years. This person will submit to the Tavern Manager and may take alcohol orders, bus tables, perform cash and money card handling and will assist in ensuring all drinking patrons are at least 21 years of age.

*Parking Worker: Assist with guiding vehicles into and out of the parking area during faire hours. This will include directions to specialized parking such as Worker, Handicap & Stroller parking. This is expected to be completed with an attitude that encourages attendees to remain calm and to recall what they enjoyed or are looking forward to. This position reports to the Parking Manager.

*Security Worker: This position reports to the Security Manager and assists in maintaining the safety of all persons at the faire site. This is done by visual sweeps, assisting in peace-tying weapons, creating a support-in-numbers situation and by de-escalating potentially volatile situations. This position will need to carry a cell phone in case of a major emergency. It is preferred that this person have had CPR/First Aid training within the past 5 years – but is not required.

*Gate Worker: It is imperative that these people work in teams of at least two for accountability purposes. They are the “first welcome” to the faire and need to be enthusiastic about helping people get into the faire. It is preferred that these individuals have money handling history and use of technology such as an

Spokane Renaissance Faire Jobs & Roles

electronic tablet and a credit/debit card system such as Paypal or Square. This worker is directly overseen by the Gate Manager.

*Sanitation Worker: This is a person who assists in keeping the faire a “faire sight to see!” They help wipe down tables and clean up after those patrons who are a bit messier. They will also be asked to assist by emptying trashcans and removing the bags to the trash truck at the edge of the event. Privy care consists of looking inside to make sure there is toilet paper and zip-tying it shut if someone was utterly disgusting inside... (none of us want to deal with that). This person reports to the Sanitation Managers.

Games Area Worker: These people get a fun job! They get the joy of helping bring magic to the faire but drawing out the wonder inside others!

Tankard Toss: This is a chance to toss a dollar coin towards shelves of Tankards (mugs) and if it lands inside a tankard you get to keep it “for all of *eternity*... or until you die or give it away...”

Pirate Cove: A ship-full of swashbuckling games and activities.

Fairy Glen: A flight of fun with fairies including crafts (and sometimes tea!)

NOTE: Those assisting with the fairy realm or the pirate’s cove will be predominantly working with children. These people need to be asked if they have ever had a conviction of child abuse or neglect. If it is affirmative, they may speak with the Co-Director over Games on a case-by-case basis.

Leadership Runner: This can be done by persons over the age of eight (8) if they are responsible. These are individuals who will go from one leader to another (as needed) to run messages back and forth or to get items for them. A parent must be on site at all times.

Vendor Ambassador: This position works in a pattern to move from booth-to-booth though the marketplace and provides relief. Sometimes this is sitting in a booth while a merchant utilizes the time for a privy or smoking break or to run and get food or they can send the Ambassador for food with the merchant’s funds and an order. At no time does the Ambassador make a sale for the merchant or touch the personal belongings of the merchant (other than when money is given to them for a food run).

Information Booth Ambassador: This is a bit more of a “trained” position as the person must know the faire well enough to assist in identifying individuals in leadership, answering questions correctly and pointing people in the correct direction. They will also serve as the “lost and found” for the event and will work beside the First-Aid Tent.

First Aid Tent Worker: This individual **MUST** have a current First-Aid/CPR card in the State of Washington or Idaho. It is preferred that we have someone with medical experience. This person will tend to mostly small cuts, bruises, sprains and potential heat/cold-related illness. They will decide at what point further medical treatment is necessary.

*Set up/Tear Down Crew: These crews are two of the most important in the entire faire! We are looking for able-bodied individuals to help us to set the faire’s skeleton up and tear it back down. This is done for the two weekends prior to the faire and the weekend following faire. If you’re able to help, come in sturdy shoes, appropriate attire, and if you have them, bring gloves and any tools you think could help (and label them!)

*Poster Ambassador: This job is perfect for someone who wants to “play” at faire rather than working. We are always looking for people to assist us the month **BEFORE** faire in getting our posters out into the public’s view. Typically, a person will be given a list within a specific zip code to distribute posters so we are not wasting people’s time, energy, and gas money!

*Ticket Distribution Ambassador: This job is perfect for someone who wants to “play” at faire rather than working. We are always looking for people to assist us two months **BEFORE** faire to get tickets into the

Spokane Renaissance Faire Jobs & Roles

hands of partnering organizations, school groups, and those who would not otherwise attend the faire. This mostly consists of: Handwriting addresses on envelopes, counting out tickets and documenting which ones are sent to whom, and applying the correct amount of postage before delivering to the USPS.

**Indicates positions which do not require the job to be completed in garb.*