

Directors Job Descriptions

Each Director must set up his/her Area and be ready for their first Volunteer before Faire Opens. Each Director must know their hours of Responsibility, the Number of Volunteers required for their area, request specific supplies as needed, Towels, etc.), provide an accounting for any funds or goods received, attend Management Meetings, participate in Volunteer Appreciation Dinner, form good relationships with other Directors, and know the Rules of the Garden and Camping.

Garden Director

Oversee and run the Garden. This is the FoF Garden Manager. All directors answer to the Garden Director. Handle all PFP ppwk for campers, gate passes etc. Direct and help members figure out where they can work, what classes to take, how they can help out better. Handle all situations that arise and be the front person for PFP as well as the "Face of FOF". More duties as assigned by the Board of Directors.

Membership

Supervise Registration of Friends of Faire Members, maintain records of Membership and items sold through Membership (i.e., Fairever passes, etc).

Ensure that Membership House is staffed by a sufficient number of volunteers to take and process Membership applications and that a sufficient quantity of supplies is on hand: i.e., Membership Cards, Medallions, Brochures, Handouts, Dragon Tears, Feathers, and Ribbons. Oversee daily membership data entry by Assistant or Volunteer, train Volunteers in new Member sign up, coordinate Garden admittance procedures for prospective members with Gate Director, Perform daily accounting.

Meet & Greet

Schedule and supervise front gate to ensure it is staffed with a sufficient number of volunteers to welcome the public and create the atmosphere of a Renaissance Village, and a final farewell and invitation to return by giving a good impression as patrons leave.

Work with volunteers to help them develop acceptable characters, gigs, faire accent and ensure they portray their character at all times while in the public view as well as acting in a manner appropriate to the Renaissance period and to the specific audience (i.e., children, families, couples). Assist patrons with special needs, and direct patrons to ticket booths, will call, or first aid.

Front Gate Ticket Takers Supervisor

Ensure that a sufficient number of approvable costumed volunteers are available to take patrons tickets and greet them into Faire, and give appropriate send-off and invitation to return again as they leave the Faire.

As well as Ensure Will Call is staffed by a sufficient number of approvable costumed volunteers during the hours of Faire, and that volunteers are cheerfully assisting patrons who are picking up their previously purchased tickets.

Garden Gate Director

Recruit approvable costumed volunteers to maintain the integrity of the "members and guests only" garden by greeting guests, prospective members, and VIPs upon entry. Instruct volunteers in entrance procedures for members, prospective members, guests, Officers of PFP, VIPs, Security, Clean up Crew, the Queen's Procession and Danse Macabre.

Keepe Director

Responsible for providing a safe place for FOF members to check their personal items, purchase soft drinks and water at a lower price than in the Faire, supply MINOR first aid supplies and personal sundry items, hold lost and found items, provide free ice and beverages for pre-faire construction help.

Maintain inventory for beverage sales, change, daily accounting, recruit sufficient volunteers to staff the Keepe during the hours of Faire, set up clear procedures for Lost And Found, rotation and laundry of iced towels, Sunday night close down.

Provide signage for hours of operation with notation that NO Food or Alcohol may be checked into the Keepe.

Raffle Director

Recruit and schedule volunteers for ticket sales. Train volunteers in procedures stressing the importance of accurate information on tickets. Each ticket should contain Name, Address and Phone Number, if not a Member, should also include the name of the associated Member.

Track by logging daily all incoming donations and ticket sales. Perform daily accounting and turn in proceeds to Treasurer or her designee.

Promote Raffle to FOF Membership, schedule and Hold Raffle on the final Saturday of Faire.

Buttery

Ensure that Daily Repast is organized and available for Members. Post Opening Hours for Accepting Food and Repast Hours, announce when Food is being transported to Garden from Camp area.

Schedule and Train Volunteers to assist in Buttery and Food preparation procedures according to acceptable health and safety standards.

Keep Track Of Money Bottle during the Day, empty and give proceeds to Dave at End of each Day

Gardening

The Friends of Faire Garden is a "member and guest only" garden. The front area of the Garden is a Theatrical "environmental area" and as such is a part of the show. The back of the Garden is considered a "backstage" area for members and guests to relax and break character.

During build-up, recruit and direct volunteers to rake, weed, set up fountains, and plant flowers to create a beautiful environmental area. Solicit contributions from Members and others. Work with Construction Director to effectively utilize volunteers and materials within the space and time available.

During the run of Faire recruit volunteers to maintain the garden by watering during the week, cleaning off the furniture before opening, and putting out decorative elements and games. Ensure that the garden is kept clean and only Renaissance period elements are in view during the hours that the Faire is open, and that all furnishings are stowed away and plants watered after closing.

Construction

Maintain buildings, props and equipment used in Friends of Faire Garden.

Supervise construction of buildings and Garden area.

Design and build anything needed for Friends of Faire Garden, keeping in period theme.

Oversee Teardown and storage of all buildings and equipment.

Purchase or acquire any necessary materials and build specific props as needed, keeping in period theme.

Manage building crew of varying construction abilities, while ensuring that all volunteers are effectively utilized and that project is completed by Faire opening.

Hospitality

Announce and welcome all new Members into the Garden with fanfare, personally introduce new Members to current Members who are in the Garden at the time.

Camp Mayor

Set up camping area to accommodate Friends of Faire Officers, Directors and Volunteer participants. Develop clear rules for camping, a system for ranking applicants, and policy and procedures for dealing with infractions.

Responsible for assigning camping spaces, informing campers of rules and obtaining signed agreements, arbitrating any infractions or disputes, and securing duplicate keys to all hard units parked in camp.

Fairy Dust

Design and set up the Fairy Dust, both paper and online. Send postcards for special events and notices through out the year. Other duties as assigned.

Stage Manager

Set up and book stage acts throughout the day to perform for guests in the streets as well as for FoF. Set up a schedule and keep the Garden Gate apprised of the actors that will be coming in. As well, set up and oversee the front area for "Past Times" the teaching area for period games, crafts etc.

Camp Kitchen

The responsibility of the Camp Kitchen Director is to oversee a small staff in which you train to prepare breakfast on both Saturday (Continental) and Sunday (Full hot breakfast), the breakfast is strictly monetary donation, the camp kitchen crew does all the shopping for the breakfast selections, paper and plastic products and foil ware. Plus you take all food donations brought to you by FoF Camping Members (which should be brought to you upon the announcement of Buttery Run), then at the end of the Faire day, you prepare dinner for all those who wish to participate with the FoF dinner (dinner is for FoF members only, monetary donations are also greatly accepted). It is also the camp kitchen director's responsibility to set up and tear down the kitchen at the beginning and end of faire. The kitchen's morning hours are 7:00 to 9:00 only, and at night the kitchen opens as soon as all the food is prepared (usually around 7:00 or so). The camp kitchen director also must keep track of all monetary donations received, plus must make sure the kitchen does not overspend. The Camp Kitchen Director also assists the Buttery Director with the volunteer dinner.