

Quilt Canada Team Lead Job Descriptions

All the Team Lead positions described below are volunteer positions. They report to the CQA/ACC Executive Director (with exception of the NJS Coordinator, who reports to the CQA/ACC President). Team Leads will also work with the CQA/ACC Board of Directors and staff members and other Team Leads to share information in order to produce the best Quilt Canada.

WORKSHOP TEAM LEAD

This position will require approx. 15 hours per month prior to Conference and full attendance for all the days of the Conference, including set-up and takedown.

- Works with the Executive Director in all areas related to the Quilt Canada workshops and lectures.
- Collects information from Teachers and Lecturers as to their classroom and lecture needs (Audio Visual, layout, specialty feet, irons, plastic sheeting for painting classes, etc.). Communicates this information to appropriate people.
- Prepares a list of items which might be needed in each class – a generic box of supplies that can be used in class, scissors, thread, etc.
- Calculates electrical needs for each class room, including special power considerations for machines and irons. Calculate number of power cords required and supplies to fix the power cords to floor for safety of participants (i.e. amount of tape needed to secure cords to floor)
- Calculates number of irons and pads required. Purchases irons at a reasonable cost.
- Works with Conference Coordinator and/or Logistics Team Lead on workshop room layout, including electrical supply.
- Oversees classroom setup-up and take down and trouble shoots during the conference.
- Calculates number of volunteers needed for workshops and lectures (class angels, set-up crew to tape down electrical cords, etc.)
- Requests volunteers, for the various activities identified above, from the Volunteer Team Lead well in advance of event.
- Arranges for instruction and training for classroom angels. This will be mandatory for all angels.
- Arranges Class angels to:
 - Greet class attendees, help them get seated & set up
 - Check all people off against class list. Only those registered may attend the class.
 - Report any who do not show up to Workshop Coordinator
 - Assist teachers & lecturers set up their classroom; samples, etc
 - Learn the features of the class machines that are supplied – video's will be made available beforehand.
 - Collect kit fees & hand out notes for teacher
 - Tidy up classroom & gather up threads & garbage
 - Assist sewing machine company reps to reset the room each day for next class.
 - Keep track of all sewing machine feet & accessories. Work out a system to avoid loss.
- Arrange a schedule for lunches. More than likely workshop attendees will buy their own lunches but staggering times will still be important to reduce line ups at the food vendors.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

VOLUNTEER TEAM LEAD

This position will require approximately 15-20 hours per month from October to June and full attendance for all the days of the Conference, including set-up and takedown.

- Consults with Conference Coordinator, other Team Leads, and CQA/ACC Executive Director to determine the number of volunteers needed for all areas of conference.
- For past conferences, volunteers were needed for:
 - NJS judging assistants – scribes and assistants
 - Set up day – Merchant Mall, NJS and Concurrent Shows (hanging quilts), classrooms, and loading dock area.
 - Entrance Pass sales at ticket booth
 - Entrance/taking tickets /checking wristbands at the main hall
 - White glove ladies/ hostesses
 - Information
 - Evening functions: set-up, admissions
 - Assistants to the Registrar at the Registration Desk
 - Class Room Angels
 - AV Helpers
 - Photographer/videographer
 - Additional volunteers as identified by Team Leads at each conference
- Recruits the volunteers needed for the days before, during and following the conference. Recruitment will include advertisements in CQA/ACC magazine, e-newsletters, CQA/ACC website. Recruitment will also be carried out by phone, visits to area guilds, and by email.
- Develop an online Volunteer Sign-up Form with the help of the CQA/ACC. The form will be placed on the CQA/ACC website.
- Assembles a contact list with emails and phone numbers of volunteers.
- Collect job descriptions of the various volunteer positions from the area Team Leads.
- Provides or arranges for volunteer training as needed.
- Schedules the volunteers. All shifts should be covered at least 2-3 weeks before the show.
- Arrange for generic “Volunteer” name badges to be created.
- Supervises the volunteer check-in. Ensure volunteers understand their duties by going over job descriptions and location of their duties.
- Distributes volunteer benefits to volunteers once they complete their shift.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

MERCHANT MALL TEAM LEAD

This position will require approx. 2-5 hours per month prior to Conference and full attendance for all the days of the Conference, including set-up and takedown.

- Assists the Conference Coordinator with duties related to the Merchant Mall as requested.
- Assists Conference Coordinator with communications with vendors.
- Draws up a list of equipment that might be needed for set-up & tear down i.e. dollies; carts
- Calculates how many volunteers needed for each day of the show, set up, and tear down. Creates a list of tasks to be done by volunteers in the Merchant Mall area. Gives the list to the Volunteer Team Lead well in advance of the event.
- Works with Signage Team Lead to ensure appropriate signage has been ordered for Merchant Mall.
- Works with the Conference Coordinator and/or Logistics Team Lead to establish times for merchants to unload their merchandise.
- Monitors arrival of vendors on set up day
- Liaise with the Logistics Team Lead to control the supply of carts/dollies.
- Assists the Conference Coordinator to liaise with merchants during the conference.
- Distributes merchant name badges and other material supplied by CQA/ACC (I love CQA program signage)
- Assists the Conference Coordinator to enforce the terms of the contract. A copy of the Vendor contract will be provided as a reference.
- Ensures booth #'s are printed and displayed clearly in each booth.
- Assists the Signage Team Lead to ensure that signage is appropriately positioned and displayed in the vendor area.
- Supervises the Mall during the conference.
- Assists vendors where necessary but it is not expected that vendors who choose to attend the show with no staff other than themselves can expect multiple "relief breaks" during the show. Most vendors ask neighbouring vendors to watch their booths during washroom breaks. Please use discretion with this "duty".
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

QUILT SHOWS SET-UP AND TAKE DOWN TEAM LEAD

This position requires approximately 4 hours per week for 6-8 weeks prior to the show and full attendance for all the days of the Conference, including set-up and takedown.

- Gathers information (number of quilts, sizes, floor plans, volunteers already in place for set-up of certain concurrent shows, etc.) about the quilt shows to be displayed during the conference from the NJS Coordinator and the Concurrent Show Team Lead.
- Ensures that quilt size information is obtained from the NJS Coordinator and Concurrent Show Team Lead a minimum of 6 weeks before the show in order to ensure adequate rods/dowels are available and assigned for hanging the quilts.
- Calculates number of volunteers needed for set-up and take down, and convey this to the Volunteer Team Lead early in the planning process.
- Obtains supplies to carry out the hanging process, such as s hooks, dowels, fishing line, drop clothes etc.
- Schedules use of tables during the set-up and take down process. The Conference Coordinator should be informed of the requirements for tables so they can be arranged with show services.
- Works with the NJS Coordinator to ensure the NJS quilts are hung in a suitable gallery like orientation as per the layout provided by the NJS Coordinator.
- Liaises with the Concurrent Show Team Lead in regards to hanging of quilts for all other quilt exhibits: TrendTex Challenge; Invitational; etc.
- Trains and supervises volunteers who are working to set-up and take down quilt shows.
- Ensures that all NJS quilts are accounted for after take-down before handing them off to the NJS Coordinator, who is responsible for repackaging and shipping those quilts that are not personally picked up.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

CONCURRENT SHOWS TEAM LEAD

This position will require approximately five (5) hours a week for two months prior to the Conference and full attendance for all the days of the Conference, including set-up and takedown.

- Works with CQA/ACC President and the Executive Director in regards to the Concurrent Shows that have been arranged by the CQA/ACC Board of Directors.
- Designs the floor plan for concurrent shows in consultation with the President, the Conference Coordinator and the individual organizers of the concurrent shows.
- Works with the CQA/ACC President or her designate on logistics of concurrent shows which are maintained and paid for by those who wish to hold a separate quilt show in the area.
- Calculates the number of volunteers required for set-up and take down for those shows not supplying their own volunteers. Pass this information of to the Quilt Show Set-up and Take Down Team Lead to be passed on to the Volunteer Team Lead.
- Ensures signage is arranged for all concurrent show that do not provide their own signage.
- Ensures information about size and number of dowels/rods needed for hanging of CQA/ACC shows is given to the Set-up and Take Down Team Lead a minimum of 6 weeks prior to show.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

PUBLICITY TEAM LEAD

This position will require approximately five (5) hours a week starting 10 months ahead and full attendance for all the days of the Conference, including set-up and takedown.

- Researches and creates a publicity plan for the conference in consultation with CQA/ACC and the Executive Director. Plan will include a schedule of proposed social media messages, working with editor in regard to advertisements for Canadian Quilter magazine, messages and ads for CQA/ACC e-newsletters and blog. Plan will also include a schedule and list of other methods/costs of promotion, such as newspaper, radio, magazine and television listing and/or advertising, postcards, posters, tourism listings and other online event listing opportunities, etc.
- Obtains approval from CQA/ACC for Publicity Budget for planned advertising and promotion.
- Works with Executive Director to implement publicity plan.
- Obtains quotes for various forms of advertising.
- Arranges for social media posts regarding the conference.
- Liaises with local radio and television stations regarding promotion.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

SIGNAGE COORDINATOR

This position will require approximately five (5) hours a month from January to June and full attendance for all the days of the Conference, including set-up and takedown.

- Liaises with the Executive Director and Conference Coordinator for required signage at the conference.
- Liaise with the Sponsor Coordinator to design and prepare signage to acknowledge sponsors.
- Arranges for informational signage in venue.
- Arranges for design and production of signage needed.
- Makes an inventory of all signs that are available for future years.
- Packs signs for shipping and/or storage.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.

NATIONAL JURIED SHOW COORDINATOR

This position will require approximately ten (10) hours a week for three months prior to the Conference and full attendance for all the days of the Conference, including set-up and takedown. This position is also suitable for a team of 2 to undertake.

This volunteer position reports to the CQA/ACC President, who will provide detailed instruction and directions to the NJS Coordinator to complete this job, including best practices from previous shows.

- Arranges signage for NJS entries with quilt title, name of maker, category and artist statement.
- Designs the floor plan for the NJS in consultation with the CQA/ACC President and the Conference Coordinator.
- Provides the quilt size information to the Set-up and Take Down Team Lead a minimum of 6 weeks prior to the set-up day to ensure adequate rods/dowels are available and assigned for the hanging of the NJS quilts.
- Works with the CQA/ACC President to arrange for three scribes for the judging process - preferably participants of the Quilt Judges Certification Program, as well as up to 4 assistants for holding and arranging quilts for judging.
- Arranges with Conference Coordinator for meals and water for the judges and other volunteers involved with judging.
- Receives the quilts at her home or another designated location.
- Arranges for transportation of quilts from received location to judging location on the appropriate day. And arranges transportation from judging location to show hall, if it is a different location.
- Unpacks quilts as they arrive according to instructions provided and should have space to lay them flat to reduce creasing (No pets or smoke).
- Labels and stores shipping boxes for return shipping.
- Places signage and ribbons on winning quilts, once judging is complete and signage and ribbons are prepared by the CQA/ACC Secretary. Signage and ribbons must be in place after the NJS Awards Presentation.
- Works with the Quilt Show Set-up and Take Down Team Lead, who supervises volunteers and provides supplies for hanging of the NJS and oversees the take down of the NJS.
- Accepts the quilts from the Set-up and Take Down Team Lead once the quilts have been taken down, ensuring that all quilts are accounted for before removing quilts to a secure designated location.
- Arranges and organizes process for picking up quilts by entrant or their authorized representative (for those entrants who desire are present at close of show and wish to pick their quilts up).
- Repacks quilts in original packaging and ships quilts to entrants that have not picked up their quilts onsite.
- Prepares a final report of all activities performed in this position, and turn in to the Executive Director within 30 days of the end of the conference.