

Quilt Canada 2023 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 Team Lead, who reports to the CQA/ACC PastPresident or their designate). 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 an outstanding Quilt Canada.

WORKSHOP TEAM LEAD

This position will require approximately 10 hours the three months before the conference and full attendance for all the days of the Conference, including set-up and takedown.

- Works with the CQA/ACC Executive Director.
- Prepares an emergency kit of supplies i.e. a generic box of supplies that can be used in various classes if needed on short notice. List of items will be provided by CQA/ACC.
- Takes delivery of irons purchased by CQA/ACC for workshops.
- Oversees classroom setup-up and take down. Troubleshoots problems during the conference and communicates with the CQA/ACC Executive Director about these items.
- Works with CQA/ACC Executive Director to calculate number of volunteers needed for workshops and lectures (class angels, set-up crew to tape down electrical cords, etc.)
- Informs the Volunteer Team Lead well in advance of the event the number volunteers required in the Workshop area as identified above.
- Arranges for instruction and training for classroom assistants prior to the workshops, usually on set-up day. This will be mandatory for all assistants.
- Attends mandatory morning meetings with CQA/ACC Board of Directors, CQA/ACC staff and contractors, and other team leads.
- Arranges Class Assistants 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 Team Lead
 - Assist teachers & lecturers set up their classroom; samples, etc.
 - Learn the features of the class machines that are supplied – videos and/or manuals will be made available by the machine sponsors 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.
- Arranges a schedule for lunch times for workshops.
- Troubleshoots problems with workshops or classrooms during the conference.
- Attend post conference debrief meeting with CQA/ACC Executive Director and Board of Directors via zoom.

VOLUNTEER COORDINATOR TEAM LEAD

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

- Consults other Team Leads, and CQA/ACC Executive Director to determine the number of volunteers needed for all areas of conference.
- Schedules volunteers where needed for the following areas, plus additional areas as identified by the Conference Coordinator:
 - Set up day – Merchant Mall, NJS and Concurrent Shows (hanging quilts), and classrooms.
 - Take Down – NJS and Concurrent Shows, Merchant Mall, and classrooms
 - Entrance Pass sales at ticket booth
 - Show Hall entrance -taking tickets /checking wristbands/stamping hands/giving out door prize ballots to online purchased tickets
 - White glove hosts
 - Information hosts
 - Evening functions: set-up, admissions
 - Assistants to the Registrar at the Registration Desk
 - Class Room Assistants
 - Parcel check
 - Additional volunteers as identified by Team Leads or Executive Director at the 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 may also be carried out by phone, visits to area guilds, and by email.
- Assembles a contact list with emails and phone numbers of volunteers and share with CQA/ACC Executive Director to be stored on a shared drive (Google drive).
- Confirms job descriptions of the various volunteer positions with the Executive Director and area Team Leads.
- Communicates with volunteers the required dress code.
- Provides or arranges for volunteer training as needed.
- Schedules the volunteers. All shifts should be covered at least 2-3 weeks before the show. Master list of volunteer schedule to be given to CQA/ACC Executive Director to be stored on shared drive (Google drive).
- Communicates to Registrar how many generic “Volunteer” name badges are required.
- Attends mandatory morning meetings with CQA/ACC Board of Directors, CQA/ACC staff and contractors, and other team leads.
- Supervise the volunteer check-in desk. Ensure volunteers understand their duties by going over job descriptions and location of their duties.
- Distribute volunteer benefits to the volunteers once they complete their shift.

- Attend post conference debrief meeting with CQA/ACC Executive Director and Board of Directors via zoom.

MERCHANT MALL TEAM LEAD

This position will require approx. 5-10 hours one month prior to Conference and full attendance for all the days of the Conference, including set-up and takedown.

- Assists the Executive Director or designate with duties related to the Merchant Mall during conference as requested.
 - Develops a system to control the supply of carts/dollies on set-up day.
 - Distributes vendor name badges and other material supplied by CQA/ACC (I love CQA program signage) on set-up day.
 - Circulates throughout the Merchant Mall during set-up day and the show days to liaise, supervise and where necessary, provide relief breaks for vendors.
- Attends mandatory morning meetings with CQA/ACC Board of Directors, CQA/ACC staff and contractors, and other team leads.
- Attend post conference debrief meeting with CQA/ACC Executive Director and Board of Directors via zoom.

NJS 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) about the quilts to be displayed during the conference from the NJS Team Lead.
- Ensures that quilt size information is obtained from the NJS 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.
- Works with a minimum of 18-20 volunteers 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. Works with CQA/ACC Executive Director on budget for items that CQA/ACC will pay for.
- 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.
- Trains and supervises volunteers who are working to set-up and take down quilt shows.
- Ensures proper safety precautions and protocols are followed by volunteers using ladders and other equipment.
- Works with the NJS Team Lead to ensure the NJS quilts are hung in a suitable gallery like orientation as per the layout provided by the NJS Team Lead.
- Attends mandatory morning meetings with CQA/ACC Board of Directors, CQA/ACC staff and contractors, and other team leads.
- Ensures that all NJS quilts are accounted for after take-down before handing them off to the NJS Team Lead, who is responsible for repackaging and shipping those quilts that are not personally picked up.
- Attend post conference debrief meeting with CQA/ACC Executive Director and Board of Directors via zoom.

CONCURRENT SHOWS TEAM LEAD

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

- Work with CQA/ACC President and the CQA/ACC Executive Director in regards to the Concurrent Shows that have been arranged by the CQA/ACC Board of Directors.
- Arranges with the Volunteer Team Lead for volunteers for set up and take down.
- Ensure information about size and number of dowels/rods needed for hanging of CQA/ACC shows is given to the NJS Set-up and Take Down Team Lead a minimum of 6 weeks prior to show to share resources.
- Receives shipment of quilts entered in the CQA/ACC Guild Rosette Invitational, Guild and Individual Member Challenges, and Youth Challenge.
- Attends mandatory morning meetings with CQA/ACC Board of Directors, CQA/ACC staff and contractors, and other team leads.
- Monitors and oversees the Concurrent Show area during show hours or appoints a designate.
- Oversee set-up and take-down of the shows in the Concurrent Show area of the hall.
- Attend post conference debrief meeting with CQA/ACC Executive Director and Board of Directors via zoom.

NATIONAL JURIED SHOW (NJS) TEAM LEAD

This position will require approximately ten (10) hours a week for one month prior to the Conference and full attendance for all the days of the Conference, including set-up and takedown.

This position may be shared by two volunteers.

This volunteer position reports to the CQA/ACC Executive Director or the CQA/ACC Past President.

- Provides the quilt size information to the NJS 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.
- Receives the quilts at her home or another designated location that is free from smoke and pets and has space to lay the quilts flat to reduce creasing.
- Unpacks quilts as they arrive according to instructions provided; labels and stores shipping boxes for return shipping; arranges quilts by category in preparation for judging.
- 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. Arranges for transportation of quilts post show to packing area and to post office for return shipping.
- Works with CQA/ACC Past President to plan the arrangement of quilts in the NJS Show area.
- Attends mandatory morning meetings with CQA/ACC Board of Directors, CQA/ACC staff and contractors, and other team leads.
- Works with the NJS Quilt Show Set-up and Take Down Team Lead, who supervises volunteers and provides supplies for hanging of the NJS, during set-up day hanging of show.
- Ensures quilts are displayed appropriately (gallery style), including the quilt labels beside each entry and the quilts are in proper location based on the plan.
- Arranges to bring “Best in Show” quilt to the Awards Ceremony, to be revealed at the ceremony.
- Places “Best of Show” quilt in the designated location after the NJS Award Ceremony.
- Places signage and ribbons on winning quilts after the Awards Ceremony. Signage and ribbons are supplied by CQA/ACC Secretary.
- Monitors and oversees the NJS during show hours or appoints a designate to be in their place during show hours. Assists white glove volunteers and show catalogue sale volunteers. Troubleshoots any problems in the NJS during the show with the CQA/ACC President or her designate.
- Accepts the quilts from the NJS 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 that are present at close of show and wish to pick their quilts up).
- Repacks quilts in original packaging and ship quilts to entrants that have not picked up their quilts onsite.

- Attends post conference debrief meeting with CQA/ACC Executive Director and Board of Directors on the day after conference (Sunday)