

500 artists | 80 Events | 13 days

prairie
scene
des prairies

VOLUNTEER BOOK



In the Reeds with Apples, Amalie Atkins, 2008

MUSIC → THEATRE → DANCE → LITERATURE → VISUAL AND MEDIA ARTS → FILM → CULINARY

Ottawa|Gatineau
APRIL 26 → MAY 8 2011
prairiescene.ca



NATIONAL ARTS CENTRE
CENTRE NATIONAL DES ARTS

prairie scene des prairies

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Volunteer Inquiries

If you have inquiries regarding your volunteer duties, please contact:

Anna Wood Volunteer Coordinator
Tel: 613.947.7000 x759
Cell: 613.790.9101
E-mail: AWood@nac-cna.ca

Welcome 2011 Prairie Scene Volunteers!

What an exciting, enriching and rewarding experience it has been to create Prairie Scene. Our team has been hard at work for the past 24 months to create the largest celebration of Manitoba and Saskatchewan artists ever presented outside the provinces. This event is indeed a tribute not only to Manitoba and Saskatchewan's established artists but also to the rising stars of the Prairie cultural scene.

During the jam-packed 13 days of the festival, from April 26 to May 8, we rely on an amazing group of volunteers to help welcome and provide the full festival experience to artists, presenters and audiences.

On behalf of the Prairie Scene team, welcome aboard and thank you for your dedication and invaluable contribution to the success of this one-of-a-kind celebration of the artists of Manitoba and Saskatchewan.



Heather Moore
Producer and Executive Director, Prairie Scene

President's Message

Volunteerism plays an important part in building the spirit of our community.

On behalf of Canada's National Arts Centre, I would like to express my sincere thanks and appreciation to all of the many Prairie Scene volunteers whose enthusiasm and support will help make this festival possible. By volunteering with Prairie Scene, you are making a fundamental contribution to our success.

Thank you for your enthusiasm and interest in Prairie Scene. The gift of your time is greatly appreciated.



Peter Herrndorf
President and Chief Executive Officer
National Arts Centre

PLEASE READ THIS HANDBOOK AND CARRY IT WITH YOU AT ALL TIMES DURING THE FESTIVAL, ALONG WITH YOUR PRAIRIE SCENE BROCHURE.

Prairie Scene April 26 – May 8

Prairie Scene is a national festival dedicated to showcasing the arts, culture and spirit of Saskatchewan and Manitoba through music, dance, theatre, literature, film, visual and media arts, and culinary arts. For 13 days, more than 500 artists are taking over Ottawa/Gatineau with performances in over 80 venues.

Prairie Scene is the fifth in a series of biennial regional festivals. These began with the Atlantic Scene in 2003, followed by the Alberta Scene in 2005, Quebec Scene in 2007 and BC Scene in 2009.

Prairie Scene Volunteer Program

Volunteers are fundamental for the successful execution of Prairie Scene. The festival simply could not happen without the countless hours and commitment of experienced, enthusiastic, and dedicated volunteers. Volunteering will not only contribute positively to Prairie Scene but also to our community. Volunteering is essential to building healthy, quality communities and fosters the potential for future festivals, events, and celebrations.

Benefits

- Your own Prairie Scene t-shirt
- An opportunity to attend Prairie Scene performances, depending on availability (see policy below)
- Invitation to SWARM and Late Night Jam Sessions at the Holiday Inn Hotel and Suites (see policy below)
- Invitation to the Post-Festival Party
- Official letter of recognition (upon request)

Requirements

- Be at least 16 years of age
- Volunteer a minimum of 8 hours (two 4-hour shifts)
- Agree to a police record check
- If driving, provide a driver record (abstract)
- Attend the Orientation and Training Session

PRAIRIE SCENE PERFORMANCE ATTENDANCE POLICY

- Access to performances is subject to ticket availability and house policy.
- Volunteers will only be granted access if their name appears on a guest list or they have a complimentary ticket.
- Volunteers are not guaranteed to attend a performance while on duty.
- Volunteers are welcome to attend SWARM and jam sessions but should adhere to the Volunteer Code of Ethics.

Volunteering with Prairie Scene

- Be courteous, prompt and ready to work
- Arrive 15 minutes early for your shift to be briefed on any new information
- Wear a Prairie Scene t-shirt at all times during scheduled shifts
- Direct all complaints and difficulties to the Volunteer Coordinator
- Follow the Volunteer Code of Ethics
- Use the Volunteer Handbook and Prairie Scene Brochure for reference

Volunteer Code of Ethics

Prairie Scene volunteers have the right to:

- work in a safe and secure environment
- be identified as volunteers and treated like staff
- be treated respectfully and without prejudice
- be well informed about festival program and procedures
- feel comfortable with assigned tasks
- be recognized for their contribution

To make this a successful festival, volunteers must:

- be courteous and considerate to fellow volunteers, festival participants, guests and audience members
- conduct themselves in a respectable manner and as such refrain from smoking, alcohol and drugs during their shift

Evaluation & Discipline

Volunteers are expected to perform at the highest of standards and make every effort to complete all assigned duties in a professional manner. Prairie Scene volunteers are ambassadors of the festival and are to value the job to be done.

Any volunteer who is evaluated to be performing below expectations or has been identified to be disruptive, exploitative, or dangerous to the Prairie Scene festival environment may be asked to leave by the Volunteer Coordinator or staff.

Prairie Scene will take necessary steps to address any performance deficiencies and will ensure that any disciplinary action undertaken is fair and equitable, and within the scope of Canadian Law.

On-Duty Checklist

Please review the **Prairie Scene** brochure extensively. Volunteers are also expected to familiarize themselves with:

- Festival programming
- Venues:
 - Locations
 - Box office locations, open and closing times
 - Wheelchair accessibility
 - Parking
- Additionally, all permanent volunteer information stations will be provided with comprehensive documentation to assist artists, presenters, and guests attending the festival.

Dress Code and Personal Belongings

- Wear your Prairie Scene T-shirt and a smile.
- Keep valuables to a minimum. Safe storage will not necessarily be available at all venues. Prairie Scene is not responsible for lost, stolen or damaged goods.
- Wear comfortable shoes during your shift and bring a book in case of down periods.

Food and Beverage

- Reusable, stainless steel water bottles will be provided to volunteers. Be sure to fill them up before beginning your shift.
- Volunteers are encouraged to eat prior to their shift or bring a light snack to eat during their shift.

Parking

Parking expenses are the responsibility of the volunteer. Volunteers are highly encouraged to find alternate means of transportation to avoid parking expenses.

The NAC has a special offer for Prairie Scene volunteers. Volunteers can obtain an NAC parking pass which will give you in and out privileges, guaranteed access, and a reduced daily rate of \$5.60. Volunteers will have to provide ID, a credit card, license plate number, a \$10 deposit, and a letter of authorization from Prairie Scene.

Most of the festival's venues are accessible to volunteers by OC Transpo bus routes. Call OC Transpo for route directions and bus numbers at their main hotline at 613.741.4390, or Para Transpo at 613.244.7272.

Emergency Procedures

In the Event of an Emergency:

- assess the scene, but do not put yourself at risk
- call 911 if it is a medical emergency
- stay with the injured person, keep calm, and protect the area around the injured person
- contact the employees of the facility or have someone else contact them for you
- never move a person, especially if you suspect a back or neck injury
- only provide First Aid if you are suitably qualified (minimum requirement is a current First Aid Certificate), otherwise wait for the medical support that you have summoned
- accept help from medically trained individuals if they arrive on the scene
- assist persons responding to the emergency

My Volunteer Schedule

	Time & Date	Venue	Position
Shift 1			
Shift 2			
Shift 3			
Shift 4			

Contact the Prairie Scene Volunteer Coordinator at least 24 hours in advance if you are unable to make a shift.

Anna Wood - W: 613.947.7000 x759, Cell: 613.790.9101, awood@nac-cna.ca

And finally...

Enjoy yourself! We hope that you will have a fun time volunteering for Prairie Scene. Share your enthusiasm for the Saskatchewan and Manitoba artists we are here to celebrate.

map / lieux de présentation



- | | | | |
|---|--|--|---|
| 1 Arts Court /
La Cour des arts
1 Daly | 11 Firestone Gallery /
Galerie Firestone
1 Daly | 14 Library and Archives
Canada / Bibliothèque
et Archives Canada
355 Wellington | 4 The Ottawa Art Gallery /
La Galerie d'art d'Ottawa
1 Daly |
| 2 ARTSBOO
84 Harmon, Carleton | 12 Galerie SAW Gallery
67 Nicholas | 15 Mowericks
1011 Bank | 5 Ottawa Dance Collective
Studio / Centre
chorégraphique d'Ottawa
1 Daly |
| 3 The Blackshop Inn /
Le Moulin noir
111 Riverside, Wakefield | 13 Gallery 101 / Galerie 101
300 - Bank, Unit / Unité 1 | 16 Mayfair Theatre
1014 Bank | 21 Mixed Nightclub
131 Bessmer |
| 4 Junction Centre
111 Bessmer | 14 Indian and Northern Affairs
Canada Art Gallery / Galerie
d'art des Affaires indiennes
et du Nord Canada
Terrasse de la Chaudière,
101 Wellington, Carleton | 17 The Mercury Lounge
18 Edward Market Square /
Carré du Marché St | 6 SAR Video / SAR Video
61 Nicholas |
| 5 Canadian Museum of
Civilization / Musée
canadien des civilisations
100 Laurier, Carleton | 11 Irving Greenberg
Theatre Centre (CAGC)
1022 Wellington Street / Dupont | 18 National Arts Centre /
Centre national des Arts
14 Elgin | 22 Smopelung Gallery
70 Bank |
| 6 Club SAW
17 Nicholas | 15 Ranch-Masson Gallery /
Galerie Ranch-Masson
101 St. Patrick | 19 National Gallery of Canada /
Musée des beaux-arts du
Canada
380 Sussex | |
| 7 DANIMON
78 Harmon, Carleton | 12 La Nouvelle Scène
111 King Edward | 20 Ottawa Native
Friendship Centre
14 String | |
| 8 The Stridale
Houze Tavern
1014 Wellington | | | |

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➔ PURCHASE tickets /
PROCUREZ-VOUS vos billets

➔ GET MORE INFO on
Prairie Scene artists /
APPRENEZ-EN PLUS
sur les artistes à l'affiche

➔ LISTEN to audio clips /
ÉCOUTEZ des clips audio

➔ CUSTOMIZE your own
Prairie Scene schedule /
CREEZ VOTRE HORAIRE
de spectacles personnalisé