

## Volunteer tasks

- Check-in & info
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### Check-in & info

Check-in & info volunteers will be welcoming guests to the event and handing out an event badge and wristband, which will allow guests to attend the seminars and the Lost in Music showcase festival concerts. The info point will also be located at the same place, where guests can ask questions about all event-related matters.

The role calls for accuracy and a good customer service attitude. All guests are checked in and correct badge & wristband combinations are verified using the ProTiketti system. There will always be a Tiketti employee at the check-in & info desk to provide assistance and guidance. No previous experience of the systems used is necessary, we will train volunteers for the task.

Shifts will be scheduled around 9:00-18:30 on the days of the event and 11:00-17:00 on the day before the event to prepare the check-in point. The shift length is about 6 hours.

As a Check-in & info volunteer, you will gain experience in customer service and the Tiketti accreditation system used at many other events.

## Seminar rooms

Seminar room volunteers are based in one of the four seminar rooms, where they assist the stage manager in the room with running the presentation materials, welcoming speakers and keeping the programme on schedule.

Each seminar room has two volunteers, one to assist the stage manager and one to check tickets for incoming guests. The distribution of tasks can be agreed on the spot and can also be rotated during the day.

A fairly simple presentation technology will be used, consisting of changing the presentation slides during the discussions. The Tampere Hall technicians and the stage manager will instruct you on how to use these. Volunteers can also, depending on their skills and interests, take on greater responsibility for the presentation screens.

Seminar room shifts will take place between 9:00 and 17:00 on event days. The maximum duration of a shift is 8 hours.

As a seminar room volunteer, you will be able to follow the interesting programme of the event and gain experience in seminar presentation techniques.

## Runner

Runners are active in a wide range of areas where there is the greatest need. Duties may include helping at the check-in desk during peak times, giving breaks to volunteers in the seminar rooms, maintaining the volunteer room, and other tasks to assist the production team.

The role requires flexibility and the ability to work in a variety of roles. You will be given training for all tasks at the start of the event and will be supported by the person in charge of each task and the volunteer coordinator.

Shifts will take place on event days between approximately 9:00-17:00. The length of a shift is approximately 6 hours.

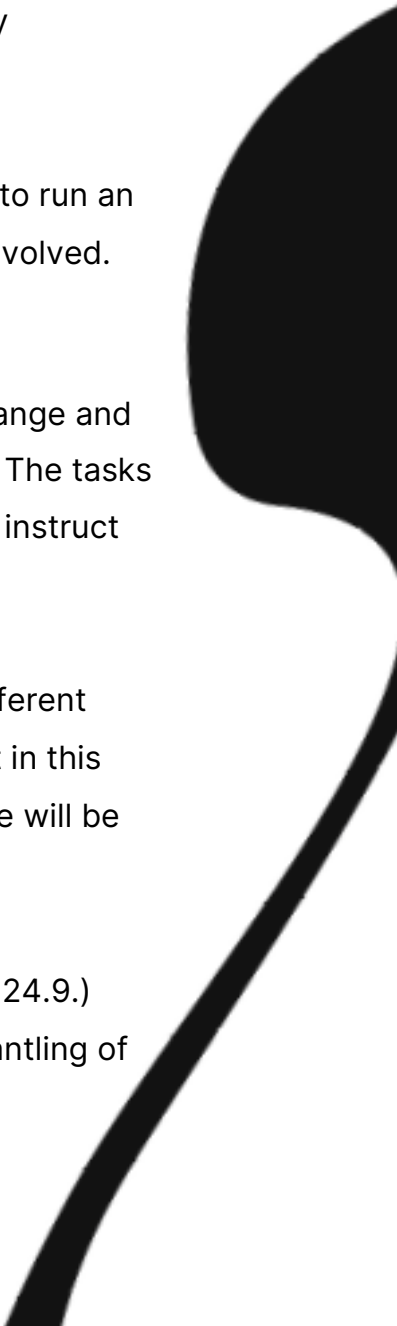
As a Runner, you will get a broad insight into what it takes to run an event like Music x Media and the different types of work involved.

## Building & dismantling

During building and dismantling, volunteers will help to arrange and decorate the event space and dismantle it after the event. The tasks are carried out together with the venue producer, who will instruct each person on their respective tasks.

The task is physical, and you may have to carry a lot of different items and furniture. However, if you would like to take part in this role but need a lighter workload, please let us know and we will be able to divide the tasks appropriately.

Building will take place the evening before the event (Wed 24.9.) after the volunteer orientation, around 19:00-23:00. Dismantling of Music x Media will take place on the last day of the event, Friday evening.



Fresh! by Music x Media building will take place on Friday.

## Communications

Communications volunteers work as part of Music x Media's communications team, led by a communications manager and a communications intern. With them, the volunteers will attend the event's seminars and other programmes and gather content for the event's social media and other communication channels.

For this role, previous experience in communications and marketing studies or writing will be considered an advantage but is not essential.

Communication shifts are scheduled between approximately 9:30-17:30 on event days. The maximum shift length is 8 hours. Exceptions to this are the communication duties for the Opening Ceremony and the Industry Awards Gala, which take place on Thursday and Friday evenings.

As a communications volunteer, you will get to develop your own communications skills and gain hands-on experience in creating social media content for the event.

## Photography

As a photography volunteer, you'll get to shoot a wide variety of Music x Media seminars, parties and general atmosphere. Your photos will be featured in the event's social media and other communications. The daily shooting schedule and locations will be assigned by the photography team lead.

This task requires you to have your own camera and computer, the event does not have any equipment available for loan.

Photographer shifts will be scheduled on the days of the event and will be done in two shifts, approximately 9:30-15:00 and 13:00-19:30. The last two hours of the shift are reserved for photo editing and transferring to proper folders. The exception to this is the opening ceremony and the Industry Awards Gala, which will take place on Wednesday and Friday evening.

## The Opening Party

The opening party of Music x Media takes place on Thursday 25.9., usually in a different venue than Tampere Hall. The opening ceremony features a variety of speeches and musical performances. Volunteers at the opening ceremony are tasked with light decorating of the event space, welcoming guests, and handing out drink tickets.

The shift will take place at around 15:00-21:00. The shift will start at Tampere Hall and from there we will move together to the event venue.

## Industry Awards Gala

The Industry Awards Gala will take place on Friday of the week at Tampere Hall.

At the gala, tasks include decorating the space, checking tickets, welcoming guests, and directing them to the right tables. For this task, we ask that volunteers have their own computer available during the shift.

The shift will take place between 13:00 and 22:30. The length of the shift is approximately 6 hours.

## Speaker Host assistant

As a Speaker Host assistant, you will help ensure that all speakers arrive on time and guide them to the right seminar room at the right time. You will also be responsible for maintaining the speakers' room and assisting the speakers with their needs together with the speaker host.

The role requires a good customer service attitude and a good social character.

Shifts are scheduled for the days of the event from approximately 9:00 to 16:00. The shift length is approximately 6 hours.