

Event ambassadors support Music Forward programs on event day to make the magic happen. Volunteer activities include event set-up and break-down, greeting participants and guests, registration assistance, answering questions and overall event logistics and flow.

## The Basics

- Programs take place in music industry venues, offices and partner locations in Chicago, Las Vegas, Los Angeles and New Orleans throughout the year.
- Participants include young people ages 12-22 interested in careers in the music industry. Music Forward participants come from a range of ethnically and economically diverse backgrounds.
- Volunteer time commitment is 2-4 hours
- Trainings Required: Music Forward 101 (web-based, 30 minutes); onsite task-specific training

## What do event ambassadors do at the event?

Workshops and programs are facilitated by Music Forward team members. Volunteers will work alongside Music Forward staff to put on programs with young people and professionals from a wide range of backgrounds.

## Event volunteers will:

- Assist with set-up for and break-down of events
- Welcome participants, volunteers and guests
- Assist with registration
- Distribute informational materials
- Support related workshop activities
- Answer general questions

*Volunteer roles will vary by event.*

## Skills Required

- Enthusiasm for working with young people (ages 12-22)
- Great communication skills
- Reliability and punctuality
- Welcoming and friendly personality
- Interest in working with diverse populations
- Flexibility to help out with a variety of tasks
- Willing to adhere to program trainings, policies and procedures

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