

2023 Taipei WCC

Lead Volunteers Job Descriptions

WLAC Stage Manager – 1 position available

Key Responsibilities

- Oversees set-up of stage and Art Bar area
- Assist in unpacking and organizing supplies
- Manage and direct Volunteers in the area
- Coordinates volunteer orientation on-site in the area
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Lead the Competitor Orientation Meeting
- Ensure that the competition is running following the R&Rs
- Keeps competition on schedule
- Is responsible for all activities taking place on stage (competitor practice, competition, volunteer management, AV, emcees, water, and supplies, etc.)
- Assists needs of Emcee
- Liaise with AV team
- Liaise with Staff over scheduling updates
- Oversees clean up and break down of stage and backstage areas

Requirements

- Experience as a Stage Manager or Stage Assistant required, preferably within the same competition
- Available from November 14-15 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 15 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

WLAC Head Runner – 1 position available

Key Responsibilities

- Support the Stage Manager and Stage Assistant
- Work closely with backstage Volunteers
- Help the competitor to the stage
- Ensure the competition is running on schedule
- Ensure that the competitor equipment is carried on stage
- Remain with the competitor until practice time starts on stage

Requirements

- Experience with competitions or other events required, preferably has past experience with SCA & WCE events
- Available from November 14-15 to November 21-22 (travel days – pending travel distance)

- Available onsite from November 15 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
 - Lodging with breakfast
 - Lunch provided onsite
 - Gifts
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WCC Scorekeepers – 1-2 positions available

Key Responsibilities

- Work in the team calculating and processing competition scores with SCA staff members
- Follow the WCC process as detailed in the guidelines made available to scorekeepers prior to the event
- Compute total scores on the competition scoresheets
- Insert scores in the Excel scorekeeping file
- Make sure all information is complete on the scoresheets
- Liaise with judges and staff to complete the work in a timely manner

Requirements

- Experience as an assistant Stage Manager or Head Runner required, preferably within the same competition
- Confident with managing people and a good understanding of the competition
- Available from November 14 to November 21 (travel days)
- Available onsite from November 15 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Gifts

WCIGS Stage Manager – 1 position available

Key Responsibilities

- Oversees set-up of stage and spirit bar area
- Assist in unpacking and organizing supplies
- Manage and direct Volunteers in the area
- Coordinates volunteer orientation on-site in the area
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Lead the Competitor Orientation Meeting
- Ensure that the competition is running following the R&Rs
- Keeps competition on schedule
- Is responsible for all activities taking place on stage (competitor practice, competition, volunteer management, AV, emcees, water, and supplies, etc.)
- Assists needs of Emcee
- Liaise with AV team
- Liaise with Staff over scheduling updates
- Oversees clean up and break down of stage and backstage

Requirements

- Experience as a Stage Manager or Stage Assistant required, preferably within the same competition
- Available from November 14-15 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 15 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

WCIGS Stage Assistant – 1 position available

Key Responsibilities

- Oversees set-up of backstage and practice areas
- Assist in unpacking and organizing supplies
- Manage Volunteers in the backstage area
- Assists in Competitor Orientation Meeting
- Liaises with Stage Manager
- Cues competitors for stage
- Is the first point of contact with competitors backstage and is able to direct questions to Staff, judges, or stage managers, as needed
- Manages the practice schedules
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Make sure each competitors have a maximum of 2 helpers/coaches backstage
- Oversees clean up and break down of backstage

Requirements

- Experience as a Stage Assistant or Head Runner required, preferably within the same competition
- Available from November 14 to November 21 (travel days)
- Available onsite from November 15 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Gifts

WCRC Stage Manager – 1 position available

Key Responsibilities

- Oversees set-up of area
- Assist in unpacking and organizing supplies
- Manage and direct Volunteers in the area
- Coordinates volunteer orientation on-site in the area

- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Ensure that the competition is running following the R&Rs
- Keeps competition on schedule, liaising with the stage manager
- Oversees clean up and break down of stage and backstage

Requirements

- Experience as a WCRC Stage Manager or WCRC Assistant Stage Manager required
- Available from November 13-14 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 14 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

WCRC Assistant Stage Manager – 1 position available

Key Responsibilities

- Is responsible for brewing coffee for the WCTC competition
- Keeps competition on schedule
- Assist in unpacking and organizing supplies
- Manage and direct Volunteers in the area
- Ensure that the competition is running following the R&Rs
- Oversees clean up and break down of stage and backstage

Requirements

- Experience with competitions or other events required, preferably has past experience with SCA & WCE events
- Experience with cuppings and brewing in a highly paced environment
- Available from November 13-14 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 14 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Gifts

Brew Bar Manager – 1 position available

Key Responsibilities

- Oversees set-up of bars
- Assist in unpacking and organizing supplies
- Manage volunteers at the bar
- Make sure that coffees are served according to schedule
- Assists with proper use and presentation of sponsor coffees

- Make sure bar equipment is kept clean and work properly
- Liaise with sponsors during their demonstrations
- Coordinates volunteer orientation and management on-site in the area
- Expectations of customer service
- Quality control of beverages
- System for bar flow and function
- Make sure that volunteers are always preparing coffee even when there are no customers at the bar (Brew Bar)
- Oversees clean up and break down of area

Requirements

- Experience with managing people in a café environment required
- Experience with coffee events preferred
- Available from November 14-15 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 16 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

Espresso Bar Manager – 1 position available

Key Responsibilities

- Oversees set-up of bars (including Art Bar and Spirit Bar)
- Assist in unpacking and organizing supplies
- Manage volunteers at the bar
- Make sure that coffees are served according to schedule
- Assists with proper use and presentation of sponsor coffees
- Make sure bar equipment is kept clean and work properly
- Liaise with sponsors during their demonstrations
- Coordinates volunteer orientation and management on-site in the area
- Expectations of customer service
- Quality control of beverages
- System for bar flow and function
- Make sure that volunteers are always preparing coffee even when there are no customers at the bar (Brew Bar)
- Oversees clean up and break down of area

Requirements

- Experience with managing people in a café environment required
- Experience with coffee events preferred
- Available from November 14-15 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 16 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount

- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

Volunteer Coordinator – 1 position available

Key Responsibilities

- Oversees set-up of the Volunteer Lounge
- Assist in unpacking and organizing supplies
- Manage volunteers across the event
- Check in and Check out Volunteers
- Volunteer logistics
- Liaise with area leads with volunteer support across the entire event
- Provide on-site training for volunteer lounge check in assistants
- Coordinates volunteer orientation and management on-site in the area
- Expectations of customer service
- Clear Directions to area assignments
- Distribute t-shirts
- General Lounge Maintenance
- Oversees clean up and break down of area
- Ru end of day reports if needed
- Reports any issues to the WCC team if necessary

Requirements

- Experience with managing people
- Experience with SCA/WCE events preferred
- Fluent in Mandarin and English
- Available from November 14-15 to November 21-22 (travel days – pending travel distance)
- Available onsite from November 16 to November 20, for an average of 10 hours a day (detailed schedule will follow)

Benefits

- Flight (up to pre-determined amount. Typically, up to \$400-500 for local flights and \$1,200-1,400 for international flights) OR other travel reimbursement up to a pre-determined amount
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts