

Artistic Director

- The Artistic Director negotiates contacts and book artists for the festival at the direction of the board of directors.
- Negotiates contracts and books artists from the direction of the Board of Directors.
- Create contracts and ensure they are signed and that a copy is provided for the Treasurer.
- Provide the Hospitality Captain and Technical Team with information regarding the artist's requests.
- Collect biographies and promotional pictures from artist for the Promotions Captain.
- Develop schedule of events and lineup and provide a copy to the Promotions Captain.
- Meet with Technical Team to ensure tech riders are complete.
- Set up times to load in sound checks.
- Coordinate emcees and stage management.
- Oversee all aspects of stage including sponsorship signage, lighting, sound and artists.
- Participate in over all music industry.
- Prepare a "Rain Plan".

Beer Garden Captain

- With help of Site Manager create a sketch of beer garden layout.
- Prepare and apply for a liquor license.
- Check liquor sales from previous years and place the order at NSLC at least one week in advance of the festival.
- Purchase tickets for use as "Beer and Wine Tickets"
- Based on liquor cost discuss with Treasurer and Board of Directors to create a price list.
- Order ice in advance of festival and arrange delivery.
- Inform Business Manager/ Treasurer of what will be required for float.
- Setup of the beer garden area; chairs, tables, signage, ticket sale tables, etc.
- Watch liquor inventory over festival to see if more must be re-ordered.
- Following the festival return any unopened liquor to NSLC for refund.
- Organize and schedule volunteers via the Volunteer Captain.

Box Office Captain

- Organize and control the sale of tickets
 - Online
 - On Consignment (Board Members, Town Market, HB Office, Whirligig, etc.)
 - For auxiliary events (dance, late-night, art show, workshops, etc.)
- Organize and control complimentary admissions and Lanyard passes.
 - Lanyards: Security, Board Members, Artists, Vendors, etc.
 - Complimentary Admissions: volunteers, contest winners, etc.
- Work with the board to set an admission price.
- Create signage that reflects admission price and other festival costs.

Business Office Captain

- Typically held by the Treasurer of the Board.
- Organize and distribute floats to various festival heads (box office, beer garden, merchandise, etc.)
 - Verify floats and cash out at shift changes.
- Maintain a secure space to store collected funds.
- Issue cheques to Artists and others who require payment on festival weekend.
- They supervise the role of Finance throughout the weekend.

Green Team Captain

- Work to ensure the festival grounds are kept clean and tidy and to steer the festival in an environmentally friendly: “Green” direction.
- Environmentally Friendly ideas include
 - Getting donations of water for water coolers for water bottle refill stations.
- Seek out grants for creating an environmentally friendly festival.
- Find some volunteers (The Green Team) to work at the festival for greening
 - Clean the festival grounds, washrooms and auxiliary buildings.
 - Change the garbage cans as required.
 - Check water-coolers to ensure they still have water.
- Book waste sorting bins from the Waste Diversion Coordinator at the Municipality of Shelburne.
- Ensure there are proper supplies such as bags on site.
- Work with the Vendor Captain to ensure that vendors are aware of the festivals “Greening” initiatives.

Hospitality Captain

- Accommodations
 - Check for accommodations and solicit billets for the performers based on their needs.
 - Communicate with Artistic Director to see what the artists require for accommodations.
 - Arrange transportation for performers based on their needs.
 - Arrange meals for performers.
- Green Room
 - Look after the Green room
 - Schedule volunteers to maintain the Green Room.
 - Communicate with Artistic Director with regards to what the artists request for the Green Room.
 - Decorate Green Room.
 - Clean up and maintain a tidy Green Room.
 - Be available if performers have any requests or questions.

Promotions Captain

- Organize Radio Advertising including radio interviews and ticket giveaways.
- Organizes Press Releases and Public Service Announcements.
- Print Advertising; Design, printing and distribution of posters and rack cards.
- Online Advertising including Facebook, websites, etc.
- Maintain the Harmony Bazaar webpage.
- Design the festival Program Booklet; provide all the biographies, write-ups, performers as well as sponsor advertisements.
- Create Press Releases.
- Be the main media contact for the festival throughout the year.
- Contact media and photographers to be present at the festival.
- Promote Harmony Bazaar events throughout the year.
- Promote Harmony Bazaar at expos and shows. (ie. Saltscapes, Our Community Something for Everyone, etc.)

Site Captain

- Create a site plan and map of the festival grounds.
- Over see the setup and teardown of the festival.
- Ensure that the site is accessible.
- Work with the Festival Captains to ensure that their needs are met for their section of the festival grounds.

Vendor Captain

- Organize both the food vendors and The Marketplace crafters and artisans.
- Meet with Promotions Captain to create advertising for The Marketplace.
- Work with Site Manager to place vendors and book facilities as needed.
- Solicit vendors for the festival and The Marketplace.
- Have the vendor fill out the appropriate vendor form.
- Once the vendor has shown proof of required documents (ie. Town of Lockeport Vending Permit, Food Handler's Certificate, etc.) collect their vendors fee and give it to the treasurer.
- Be onsite to greet vendors upon their arrival and direct them to their setup location.
- Prepare a "Rain Plan".