

Ogden Music Festival 2026

Site Leader Job Description

Thank you for volunteering to be an Ogden Music Festival Site Leader! This guide will provide a simple outline of your role, responsibilities, and resources.

Role: As a Site Leader, you will be in charge of all volunteer operations during your shift as well as backing up Team Leads.

During your shift, you will either be managing Festival HQ (FHQ) or driving the perimeters of the venue in a golf cart (most likely both, throughout your eight-hour shift).

Duties include:

- Serve as management leader at Festival HQ (FHQ) during your shift.
 - Coordinate with FHQ Volunteer as to who is checking in, and time/location of their assignment, per the volunteer sign-in sheet.
 - Assure all volunteer areas are staffed and running smoothly, without interruptions or delays that affect festival guests, workers, or artists.
 - Maintain radio communication on the security channel, as well as the festival channel.
 - Function sheet (F-sheet) is followed, per schedule.
- Golf Cart driver: You are the person who moves around the festival the most.
 - Guide volunteers and/or physically deliver them to their assigned stations after they check-in at FHQ. Coordinate with the other site leader, if applicable, to ensure coverage at FHQ for all shift changes.
 - Assure volunteers have needed supplies.
 - F-sheet is followed, per schedule.
 - Bathrooms are stocked.
 - Alert specific Team Leads to anything that requires their attention.

Check in: Check in 15-30 minutes prior to your shift. Report to FHQ, and find previous Site Leader or Team Lead, the lead from Kane Security, to have a turnover meeting at FHQ. This includes:

- any issues or challenges during your shift.

- any pertinent information going forward (where there are gaps or needs).
- pick up F-sheet and radio from Site Leader or at FHQ.

Responsibilities:

- Attend the following festival planning meetings: (proposed 2026 dates)
 - May 6, 6 PM at Fort Buenaventura
 - May 13, 6 PM on Zoom
 - May 20, 6 PM on Zoom
 - At least one volunteer orientation
 - May 19, Tuesday, at Fort Buenaventura (preferred)
 - May 26, Tuesday, on Zoom
- Be knowledgeable about the physical layout of the festival grounds and the physical location of various volunteer stations throughout the grounds.
 - map provided.
- Wear the appropriate (neon yellow/green color) vest identifying you as the Site Leader.
- Use the festival function-sheet to ensure all events go smoothly, and note any issues or suggestions.
 - Transfer f-sheet to the next Site Leader with any information needed to move forward.
 - Radio and clipboard/tablet will be turned in at FHQ each evening.
- Know the number of volunteers required to staff each volunteer station.
 - A schedule of volunteers will be provided.
- Help with basic repairs: if you see something broken, fallen down, a sign fallen, etc. fix it or find someone who can.
- Arrange coverage if you need to take a break. Let the Volunteer Team Lead or Site Team Lead know, and what time you will be returning.
- Ensure parking lot path (between ticket booth and the bridge to the upper parking lot) and porta potty lighting is on and working in the evening.
- Ensure light tower generators are started before dusk and lights are pointed in the right direction.
- Problem-solve, as unexpected events or difficulties arise, and make decisions that will ensure problems are resolved.
- Be a security liaison, working with Kane security personnel and OPD to resolve any problems that arise.
- Be professional, courteous, and available to anyone who needs assistance.
- Be a representative for OFOAM and follow all festival and campground rules.

- Assist musicians by guiding them into/from ADA lot and to/from the backstage area.
- Contact backstage to retrieve them with golf cart.
 - credentials will be given to artists backstage.
 - List of expected artists will be at ticket booth.

Resources:

- Function Sheet
- Backstage access during your shift as needed
- Golf Carts (consider bringing a bicycle)
- Radios
- Contacts (Team Leaders, etc., contact list included)
- Volunteer Schedule (at FHQ)
- Site Map
- List of volunteer areas and duties (below)

Volunteer Stations and Duties

Below is a list of the various volunteer stations you will be staffing with a brief description of their various duties.

- Volunteer headquarters: Jesse Dasher
 - Check in volunteers, distribute orange vest and swag, keep clear volunteer records
 - Work with volunteer scheduling during the festival and assist with juggling volunteers to critical areas
- Ticket Booth: Carrie Roberts
 - Take and sell tickets and exchange valid tickets for wristbands
 - Ticket booth volunteers must complete Ticket Booth training to volunteer. If the ticket booth volunteers no show please check with Carrie to see if she needs additional help or not
 - Carrie has a set of ticket roadies (Linda W., Kira B., Cris I.) that are not to be moved to other locations. Team leads will be easily identified
- Green Team/Bike Valet: Shauna Wolfgram

- Empty garbage and recycling cans. Sort as needed. Keep festival grounds picked up. Sweep the venue of non-paid attendees between festival start times. When possible, supervise attendees at garbage and recycling cans
- Parking: Mark Hoaglin
 - Direct traffic in the upper parking lot to ensure maximum number of vehicles and answer general questions
- The WILL & WAY Instrument Petting Zoo: Roby and Richie Kap
 - Help kids learn about and care for instruments, supervise, answer questions
- Kids' Zone: LeeAnn Ballard
 - Help with kids crafts, supervise for safety and fun
- Camping Guides: Tyson Pendleton
 - Orient campers to campground areas, keep fire lanes clear, direct tent campers to vehicle parking and answer general questions
- Gates/Wristband Checks: Lisa Padgen
 - 3 Entry Gates (main, campground, and back road) will check for wristbands, check bags to ensure no alcohol or glass is brought into the venue, and answer general questions. Back Road Gate will also restrict backstage access
 - **Gates is a critical volunteer location and all shifts must be staffed!**
- First Aid: Laura Shupe and Kat Wilson
 - Must be an EMT, RN, Paramedic, MD, or PA
 - Do not take volunteers from First Aid to fill in. Our permits require at least two medical staff to be at the first aid area
- Artist Hospitality: Lena Morgan
 - Provide artists, their guests and our stage, sound and lights crew with fresh food and hot and cold drinks as needed. Keep backstage area welcoming, tidy, and safe
 - Check with Lena if her volunteers are no shows. Artist Hospitality volunteers must be vetted by Lena. So please carefully work with her if there are issues

- Merchandise Booth: Sherry Wallwork
 - Sell OFOAM and Artist merchandise
 - Take payments and ensure the area stays straightened
 - Sherry's volunteers (aka roadies) are not able to be moved to other areas as she runs a lean crew and they are heavily trained
 - Merchandise volunteers are all vetted by Sherry. If Sherry has volunteer gaps please check in with Sherry to see if she needs help or not

- Set Up/Clean Up: Niall Wade and Bill Pierce
 - Assist with festival site set up/clean up, hang/takedown sponsor banners, place/remove directional signs, construct/deconstruct festival gates and boundaries. Must be able to climb ladders, bushwhack, lift heavy items, cover distance of festival grounds multiple times
 - Please be prepared to help with festival set up/clean up if your shift is during these times
 - Please check in with Niall often to get tasks that have come up

- Stage Crew: Sam Bellarosa
 - Work with sound, lights, artists and emcee to support the production of the festival mainstage. If you aren't planning to be Stage Crew full time, please indicate in the comments the dates and times you are able to provide stage crew support. You must work a minimum of 12 total hours to receive a 3-day festival pass, VIP Backstage access and hospitality
 - Sam has his own crew so you will not be directly working with the stage crew volunteers as they have their own program

- Site Leaders: Carla Woodmansee and Gerry Runyan
 - Work a solid eight-hour shift (or 2-four hour shifts) managing site operations. Must be able to:
 - Carry, answer, and work a radio.
 - Understand how to do all volunteer tasks and work with Security to handle site emergencies.
 - Attend the Site Leader/Team Leader meetings.
 - Follow the festival function sheet to ensure events are being handled effectively and completed.
 - Help keep the festival running by keeping things repaired, standing, and functioning (example: ensure fences are standing, signage is standing, canopies are working).

- Assure path and porta potty lighting is on and working in the evening.
- Site Leaders must be vetted by Carla to ensure consistency throughout the festival.

- Vendor Relations:
 - only one volunteer (aka roadie) that helps with vendors check in on Thursday and Friday.

Benefits:

This is a leadership position and you are a representative for OFOAM. This job comes with the following benefits:

- Comped camping in the OFOAM VIP (aka North Campground). While this is a benefit, it is also another way OFOAM can ensure the safety of our campground. Even when you are not on shift, you are a steward of safety and will work with others on the team and security to ensure safety.
- Food/beverages backstage for up to 30 minutes after your shift. If you work multiple shifts, this would be after each shift, the end of night shift can come backstage prior to their shift. If you have a shift prior to the festival, you will need to schedule your 30 minutes on VIP. Make a food reservation for your time backstage with Lena (details to follow).