



# Indy Pride Festival & Event Positions

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## The “Week of” Events:

**Event Coordinator:** Each event has a coordinator that is responsible for the planning and execution of the event. The coordinator will be the main point of contact for their respective event.

**Events Director:** (Chad Watson) The Events Director will coordinate the needs of the events and will help ensure that the coordinators have submitted requests in a timely manner. The Events Director will also act as a liaison between the events coordinator and Indy Pride. The Events Director will ensure that the coordinators are on schedule and under budget.

## Festival Setup (Wed – Fri):

**Logistics Director:** (Todd Shelton & Nick Dunlap) The Logistic Directors will maintain the orderly flow of work at the park, ensure that deliveries are made and coordinate follow up with vendors for late/missing deliveries. The LD will also work the vendors to place, install and manage the resources provided. The LD has primary responsibility of the park operations during this time.

**Executive Director:** (Chris Handberg) The ED is primarily responsible for ensuring the needs of the sponsors, donors and VIPs are met. The ED is also the primary media contact and is the only person besides the BoD President that is authorized to speak on behalf of the organization.

**Festival Director:** (Robert Patrick) The FD will assist with the ED & LDs on ensuring that the park is set up. The FD will coordinate with security, contracted employees and the contracted gate and bar vendor to ensure that we are ready for the festival.

**Vendor Director:** (Chris Schneider) The VenD will handle the vendor village(s) layout, setup and resources. The VenD is also responsible for vendor check-in and handling of vendor relations.

## Day of Festival & Parade:

**Festival Director:** (Robert Patrick) The FD will be the primary operator of the festival. The FD will coordinate with the other directors, vendors, contractors and security to ensure a safe and smooth operation.

**Parade Director:** (Jeremy Turner) The PD is the primary operator of the parade. The PD will ensure that the parade route is secured and set up, that the float/marching entries are properly and safely marshaled, monitored and de-marshaled. The PD will direct the parade volunteer staff and coordinate with security. The PD will oversee the cleanup of the route and the release of the route to the city.

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VIPs are meet. The ED is also the primary media contact and is the only person besides the BoD President that is authorized to speak on behalf of the organization.

**Board President:** (Larry Stribling) The Prez generally backs up the ED with handling sponsor, donor and VIP issues. The Prez generally backs up the ED with media requests. Otherwise, they are free to handle MoD duties.

**Logistics Director:** (Todd Shelton & Nick Dunlap) The LDs will be a backup to the FD and will have the knowledge of the park layout, the vendors, etc. to help ensure a smooth operation.

**Manager-on-Duty (MoD):** (BoD Members & trusted volunteers) The MoDs will be the eyes and hands of the management team. This position is the key to a smooth operation. The MoDs will walk the park looking for any issues from the attendee's perspective as well as the festival operations.

- The MoDs will act as back up to any position that needs temporary filling.
- The MoDs will report to any incident called and ensure that the proper resources are made available (security, compliance, FD, etc.).
- The MoDs will check the fence line periodically for breaks and will report them to the FD or LD
- The MoDs will ensure that the trash is being picked up and will report trash issues to the FD/LD
- The MoDs will periodically check the port-o-lets for issues. If one becomes unusable, then it needs to be zipped tied and an out of order sign needs to be taped to the door.
- The MoDs will check on the volunteers and make sure that they have their questions and needs met. Also, thank them for their help.
- The MoDs will report on any staffing issues to the volunteer director. Please do not reassign people without checking in with the volunteer staff.
- The MoDs will handle any issues that come up that they are comfortable with or pass them on to the appropriate person.

**Volunteer Director:** (Tanner Alexander) The VD will be responsible for recruiting, tracking and assigning volunteers to their posts. The VD will be the volunteer's primary point of contact.

**Vendor Director:** (Chris Schneider) The VenD will be responsible for handling vendor relations. Vendor issues should be directed here.

**Compliance Officer:** (Chad Watson) The CO will ensure that any incident is properly documented. The CO is the primary for any incident responses. The CO will collect the incident reports and clear incident once it is resolved.

## **Festival Teardown (Sunday):**

**Manager-on-Duty (MoD):** (BoD Members & trusted volunteers) The MoDs will supervise the hired staff and manage the park during teardown. They will ensure park security, safe working practices of the staff and volunteers and the completion of work. They will coordinate with vendors for equipment/product removal. They will ensure that remaining equipment/products are staged in the area near West St. for Monday pickup. They will be relieved by security.

***Please note:***

***Everyone, including BoD members, are required to complete volunteer training and will be held to the same standards and rules.***