



# The Parade Company America's Thanksgiving Parade® presented by Art Van 2019 Parade Day Job Descriptions

Please read each job description carefully **before** selecting an activity which fits your interests and schedule.

## PARADE PERFORMER JOB DESCRIPTIONS

### In the Parade – Outdoors

Each of the following Parade Day jobs will require:

- Attendance at Orientation Meeting on November 18 or 19, at 6 PM
- A Costume Fitting (Costume, Jumpsuit or Jacket)
- The ability to walk the 3-mile Parade route
- Ability to be outside, standing, walking, in the elements (cold, rain, snow, sunshine) for an extended period of time.

### Balloon Captain

Lead the balloons down the Parade route and get them flying safely and high! You will be assigned a balloon and direct your team of balloon handlers down the Parade route. You will also assist with inflation and deflation of the giant helium filled balloons. This position reports to the Balloon Coordinators. **Balloon school is required on November 2 at 9:30 AM. Physically demanding. Must have prior balloon handling experience.**

### Balloon Handler

Learn the ropes and fly your assigned balloon safely down the Parade route! You will be assigned a balloon and help get the giant, helium filled balloon down the Parade route by holding on to a rope and following detailed instructions from your Balloon Captain. You will assist with inflation and deflation of balloon. This position will report to assigned Balloon Captain. **Balloon school is required on November 2 at 9:30 AM (if you have not attended in 2017 or 2018). Physically Demanding.**

### Band Marshal

Boom shuck-a-luck-ah! You will be assigned to a marching band and assist band directors and Super Marshals by keeping the place and pace of your band in the Parade. You will walk along side of your band as the designated host from Parade start to finish and monitor that only *designated* Parade participants march alongside the band. This position reports to the Band Marshal Captain.

### Banner Carrier

Carry on and be the first to introduce your assigned unit to the Parade route! You will lead the way for your unit with sponsor provided signage. Smile and wave as you carry your banner down the route. You will also work with the Super Marshals and help with pacing of the Parade. This position reports to the Banner Carrier Captain.

### Big Head Corps Crew

Be a head above the rest as you help the Big Head Corps with their Parade day needs. You will assist the Big Head Corps members with getting into their papier-mâché heads, costumes, and prepared for photos. You may also help with their special breakfast on Parade morning. Position reports to the Captain of Big Head Corps. **This position does not walk down Parade route in a papier-mâché head but wears a clown costume down the route.**

### **Costumed Marcher**

Broadway Bound! Bring sparkles and magic to Woodward Avenue as a themed character in The Parade. You will be assigned a unit in the Parade with a matching costume to go along with it. You need to be someone who is happy, smiley and likes to wave a lot! You will be *required* to learn simple choreography. **Limited positions. Requires 10 hours of 2019 Parade Company volunteer work completed by October 30. This position walks in the Parade and does not ride on any floats.**

### **Equestrian Escort**

Wanted: Super-Pooper-Scoopers! Keep the Parade route sparkling as you accompany majestic equestrian units down Woodward. You must be willing to wave, smile and have a good time! This position reports to the Equestrian Escort Captain. You will be assigned a costume to wear.

### **Float Navigator (Spotter, Driver or Animator)**

As a Float Navigator you will be assigned as a Spotter, Driver or Animator depending on your experience, ability and successful completion of Float Driving School. You will be responsible for moving a float and/or support vehicle from The Parade Company studio to Woodward Avenue during roll-out, down the Parade route and safely return the float back to the Parade studio after the Parade is over.

- **Spotter:** Be in charge of a float as you walk the Parade route and help guide your assigned float back to the Parade Studio on Parade Day. You must be good with directions, comfortable on a hand-held radio and able to walk the 3-mile Parade route. You must also be available for roll-out.
- **Driver:** Drive inside your assigned self-propelled float or a tow vehicle that pulls a float down the Parade route. You must be available for roll-out and able to drive your float back to the Parade studio after the Parade is over. You may also have the opportunity to drive a support vehicle or sound mule in the Parade.
- **Animator:** Bring the floats to life and fans to their feet! You will either manually operate or check motors on floats to make them shake, rattle and roll as they move down the Parade route. An animator is not required to stay with a float to bring it back to the studio.

***This position reports to the Float Navigator Captains. A valid driver's license and good driving record is required. This position is physically demanding. You MUST be able to walk the 3-mile Parade route. Attendance at Float Driving School is mandatory on October 5, October 12 or November 16, at 10 AM. We encourage new volunteers to attend two float driving sessions in order to participate in this year's Parade. All volunteers must attend at least one session.***

***At Float Driving School, you will learn the in's & out's of navigating our floats. You will fill out a form requesting your position of Driver, Spotter or Animator. Most requests are honored but positions are filled as needed. Anyone who can help out with moving the floats from the Parade studio to Woodward during Roll Out on Wednesday at Noon, November 27 would be most appreciated.***

### **Papier-mâché Head Marcher**

Gear up and get ready to march down Woodward with one of our fashionable, antique papier-mâché heads! You will make your grand march down the Parade route as one of Santa's Elves. ***This position is physically demanding and requires wearing of papier-mâché head weighing 10 – 25 lbs. Limited positions.***

### **Unit Marshal**

Help keep the Parade on track! You are fully responsible for Pre-Parade and Parade operations of a complete unit (float, drill team, dancers, etc.) You will be assigned a unit and keep track of and walk with it from Parade start to finish. You will also assist Super Marshals with pacing of the Parade. This position may also serve as Parade Ambassador in the morning prior to start of Parade. This position reports to the Unit Marshal Captain.

## **Parade Day Support – Outdoors**

Each of the following Parade Day Support jobs will require:

- Attendance at Orientation Meeting on November 18 or 19, at 6 PM
- A Costume Fitting (Jumpsuit or Jacket)
- Ability to be outside, standing, walking, in the elements (cold, rain, snow, sunshine) for an extended period of time.

## **Assembly Crew**

Get the Parade off on the right foot. You will help Parade Day participants find their units, line them up and send them off! This position reports to the Assembly Crew Captain. **Limited Positions. Prior Parade experience required.**

## **Dispersal Crew**

Help the Parade find its way home. March the bands to their buses, send the floats back home, direct the balloons back, and send marchers on their way. You are responsible for directing units of the Parade to designated areas for departure from Parade. This position reports to the Dispersal Captain. Must have a take charge attitude.

## **Grandstand Usher**

The best place to view the Parade on Parade morning! Assist with coordinating and locating seats in the Parade's grandstand seating for spectators, sponsors and special guests and ensure that only ticketed guests are in the grandstands. You will also assist with ticket taking as necessary.

This position reports to Grandstand Usher Captain. Must be able to stand in one location for long period of time.

**Sitting in Grandstands is not permitted.**

## **Parade Production Crew**

Behind-the-scenes heroes! Before, during and after the Parade.... help with transporting props and equipment, assisting with Parade set-up, distribution of beads and more. This position reports to Director of Operations. **Physically demanding. Production help is also needed starting Monday, November 25 of Parade week for those who are available to help.**

## **Parade Technical Support**

You are Mr./Ms. Fix it! Help fix any problems that might arise Parade morning and on the Parade route. You must be available to help with Parade roll-out and pre and post Parade production. You must have knowledge of auto mechanics, sound systems, etc. This position reports to Director of Parade Operations. **Must be willing to meet with Director of Operations for special training in September.**

## **Super Marshal**

Help keep the pace of the Parade! You will monitor the Parade route to make sure it is safe and in order. You will also help keep the order of units and pace of the Parade. This position reports to Super Marshal Captain. **Prior Parade experience required.**

## **Shuttle Driver**

Calling all Drivers! Drive the volunteer float drivers & spotters to the Parade route from The Parade Company studio. You will drive one of The Parade Company shuttle vans. This position reports to Float Driver Captain. **Must have valid driver's license and good driving record. Help is also needed on Wednesday, November 27 as well.**

### **VIP Logistics**

Help escort Parade VIPs to the VIP area in assembly and help them get on/off their unit in the Parade. You will lead them through pre-Parade activities until they step off onto the route. This position reports to the VIP Logistics Captains. Some volunteers will be required to walk behind the float of VIP and stay with VIP until they reach their final destination. Must be able to take initiative and solve problems quickly. You must be a positive ambassador for Detroit and The Parade Company. ***Taking of photos and asking for autographs is not permitted.***

### **Parade Day Support – Indoors**

Each of the following Parade Day Support jobs will require:

- Attendance at a Training/Orientation Meeting on November 18 or 19, at 6 PM

### **Clown Breakfast**

This is your chance to clown around! From beads to candy, assist with setup of the Distinguished Clown Corps® breakfast at the downtown YMCA, organize props and register VIP Clowns. Dispense coffee, cocoa and cheer at the VIP Hospitality suite. Friendly, outgoing people are needed for this position. This position reports to the Clown Breakfast Captain. ***LIMITED POSITIONS. Must be available for Pre-parade breakfast preparation.***

### **Dresser/Costume Coordinator**

Strike a pose! You will help all of the Parade marchers look their best on Thanksgiving morning. You will guide volunteers to their costume case and make-up. You will also help costume marchers into and out of their costumes in the dressing area and ensure they look great for their walk down Woodward. This position reports to the Dresser/Costume Coordinator Captain.

### **Sponsor Breakfast**

Be the hostess with the mostess! Greet our special sponsors and their families Parade morning at the Sponsor Breakfast. You will assist guests with directions and answer any questions they may have on Parade morning. Assist with set up and break down of breakfast area. Friendly, outgoing people are needed for this position. This position reports to Sponsor Breakfast Captain. ***LIMITED POSITIONS.***

### **Volunteer Hospitality**

Yummy to your tummy. Help feed our hungry volunteers on Parade morning. You will set-up food and help pour drinks. Part of this team will help direct our volunteers to costume cases, restrooms, etc. This position is stationed indoors at the Wayne State University Student Center in costuming on Parade morning and reports to Director of Volunteers.

### **Volunteer Services**

Wanted: Early morning risers, happy and smiley people!! You will assist with signing in volunteers at volunteer check-in as they show up to volunteer on Parade morning in costuming. You will also assist with passing out of water and Parade pins as marchers return to costuming at finish of Parade. This position reports to Director of Volunteers in the Wayne State University Student Center.