



VOLUNTEER JOB DESCRIPTIONS

ART EVE FRIDAY NIGHT EVENT

Help with event setup, ticket sales, raffle ticket sales and artist setup/teardown.

ARTIST & VENDOR RESOLUTION LIAISON

Help resolve any issues with artists and vendors, such as booth location, setup, etc.

ARTIST & VENDOR POLICE

Roam throughout the event during setup and both event days to make sure no commercial or mass-produced artwork is being sold. Also checks food vendors to make sure areas are clean and staff looks/acts professional.

BEER BOOTH

Must be 21 or over. Sell beer to attendees...checks ID and provides wristband first. All tips to be donated to the Foundation.

CHECK-IN / REGISTRATION

Greet artists and assist in registration all day Friday and on Saturday morning.

FIRST AID / LOST CHILDREN

Requires medical background. Administer first aid to attendees, participants and volunteers as needed. Also serve as headquarters for lost children.

FRUITY BAR, ICE CREAM, SODA & WATER SALES

Sell frozen fruit bars, pre-packaged ice cream, soda and water at satellite locations. Cash handling. Requires math skills.

HANDICAP & VOLUNTEER PARKING LOT ATTENDANTS

Monitor parking lots and only let authorized vehicles into each area Friday, Saturday and Sunday.

ICE & SODA ORDERS & DELIVERY

Take orders from food vendors for soda and ice products. Distribute products to vendors. Collect payment at end of the event. Golf cart provided. Heavy lifting.

INFORMATION / LOST & FOUND / PROGRAM DISTRIBUTION

Provide information to the general public, run lost and found and distribute programs.

JURY / JUDGING

Artists, gallery owners and art background required. Meet regularly prior to event to jury all applications. Visit every booth at event and decide winners for each category and report winners to stage.

MARGARITA BOOTH

Must be 21 or over. Sell frozen margaritas to attendees...check ID...provide wristband. All tips to be donated to the Foundation.

MEDIA / STAGE / OPENING CEREMONIES

Be the liaison for media and VIP's. Work with audio company to arrange all announcements. Coordinate and run the opening ceremonies.

MERCHANDISE SALES

Sell t-shirts, tote bags, hats, visors, fleece blankets and coffee cups next to the Information Booth. Cash handling. Requires math skills.

MONEY / ACCOUNTING / TAXES

Requires accounting background – hospital employees, bank employees and CPA's only. Handles money for each booth, provides change, and collects tax payments.

OPERATIONS MANAGER

Serve as the main point of contact for everyone and everything at the event. Meet in Wilbur Park Thursday afternoon prior to the event. Special volunteers will help measure and paint artist booth locations and numbering in 4 parks and the streets. Requires a 4-day commitment.

OFF-SITE PARKING FLAGGERS & ATTENDANTS

Design parking lot, create parking lines utilizing lime roller machine. Make sure appropriate directional signage is up. Work with police on traffic control to lots. Coordinate shuttle service and signage. Coordinate parking payment at pay lots. Greet visitors, cash handling and program distribution. Cash handling. Requires math skills.

PRE- EVENT RAFFLE TICKET SALES

Sell raffle tickets to the general public at the following locations: Albertsons, Vons, Credit Union, Wells Fargo, and other community locations. Shifts are typically 2 - 4 hours in duration. All supplies, uniforms and change are provided.

PROGRAM DISTRIBUTION

Rove throughout the event distributing programs to attendees.

RAFFLE TICKET & DRAWING BOOTH

Collect donations from artists and make receipts at registration. Go from booth to booth collecting donations for all missing. Log, number and label donations. Draw winners, make announcements, log winnings and keep up prize-winner display board. Sells tickets in the booth. Cash handling. Requires math skills.

ROVING RAFFLE TICKET SALES

Rove throughout the event selling raffle tickets. Cash handling. Requires math skills.

SET-UP & TEARDOWN

Help set-up and teardown all hospital booths, signage & banners. Requires heavy lifting and carrying.

SOUVENIR SALES

Sell t-shirts, tote bags, coffee cups, aprons and other merchandise. Cash handling. Requires math skills.

SUPPLIES / RADIOS / GOLF CARTS / POLICE LIAISON

Handle supplies for hospital booths, etc. Sign-out and sign-in radios and golf carts. Be the main points of contact for the police.

TRASH & CLEANUP

Collection and lifting trash from cans into dumpsters. Set-up on Friday night before the show, work in shifts. Golf carts provided. Some heavy lifting required.

VOLUNTEER CHECK-IN & HOSPITALITY

Make sure all areas are staffed and send floaters as necessary. Handle snacks and beverages for volunteers. Coordinate meal vouchers. This area is also the central check-in area for volunteers and civic groups.

WINE, MIMOSA & BLOODY MARY BOOTH

Must be 21 or over. Sell adult beverages to attendees...check ID's...provide wristband. All tips to be donated to the Foundation.