



# VOLUNTEERS

## Job Descriptions

December 7-9, 2018 | RI Convention Center

### **Load-in and set-up (Friday Only)**

You will be checking in artists and distributing exhibitor badges and information packets. Directing artists to complete Tax Forms and receive payment. Directing artists to their booth spaces. Assisting artists with unloading vehicles and moving into their booth spaces on the floor (not required to do any heavy lifting). You will be part of a crew of people working the loading dock and the show floor to handle artists' needs. You may also be asked to assist with setting up show signage and other general show related items.

### **Booth Sitter (Saturday/Sunday)**

You will fill in for artists in their booths when they need a break. This requires manning the booth and keeping an eye on their stuff until they return. You do not have to sell anything. You can help the artist as much as you like – if you're up for taking inquiries/messages on their behalf, feel free. Basically, you're just hanging out and telling people when the artist will be back. The most popular times for this will be 12-2 PM and 4-6 PM, so if you can work at these times, please sign up to booth sit!

### **Kids Corner (Saturday/Sunday)**

We will provide an area of tables, chairs and materials for children to engage in art and craft projects during show hours. You will be part of a crew of kid lovers supervising and assisting the kids with designing, drawing, coloring, sculpting, snipping and building whatever they have in their little creative heads. Photos will be encouraged and kids can take their masterpieces home. We are open to suggestion for making this opportunity the most fun it can be! Seeking a strong captain or co-captains for this area to help us implement. Kids Corner will be open from 11:00 AM to 4:00 PM both days.

### **Hand Stamper (Saturday/Sunday)**

You will be provided with an Art Providence Holiday Show stamp and ink pad and positioned inside the main entrance. Shoppers wishing to leave the show floor and re-enter must have their hand stamped to get back in. There is only one entrance and tickets purchased are either surrendered there or punched upon entry so they need a hand stamp to come back through admissions. The ink color changes on Sunday.

# VOLUNTEERS Job Descriptions cont'd

## **Artist's Night Floater (Friday only)**

After set-up is complete on Friday the artists will have the opportunity to participate in "Artist Swap and Shop" which means they can shop each others' work from 5 pm – 7 pm. This event is not open to the public and it is optional for artists. As a floater, you will be asked to "booth sit" as needed, covering a zone of booths while artists periodically leave their booths to shop others' works.

## **VIP Lounge Monitor (Saturday/Sunday)**

During show hours, volunteers will be positioned at the VIP Lounge entrance checking credentials for VIP access and managing the sign-in sheet. Volunteers will also be stationed inside the VIP Lounge assisting with bag check. As a VIP Lounge Monitor, you will also be a source of information for VIP's, providing show floor directories and answering any questions they may have. VIP's are entitled to special services, such as a complimentary beverage and/or food ticket, gift wrapping, massage and more. You will issue vouchers for these services and track recipients to ensure everyone receives their entitlements and prevent duplication.

## **Volunteer HQ/Information Booth (Saturday/Sunday)**

During show hours, you will be positioned at the main show entrance to provide assistance with volunteer check-in and assignments as well as handle any customer inquiries. You will have a radio and maintain contact with the Volunteer Coordinator. As customers pass to enter the show, you will offer show directories and any complimentary items available from our marketing partners. Show totes will also be for sale here, so you will be trained to take credit cards using an iPad.

## **Break Down (Sunday Only)**

After the show closes at 5:00 pm, you will be part of a crew assisting artists with breaking down and packing up booths, moving stuff to the loading dock and helping to load vehicles. Heavy lifting is NOT REQUIRED. We are looking for people who can help with light duty tasks to help expedite the break down. This may also include breaking down show signage and other related items.