

VOLUNTEER POSITION DESCRIPTIONS

PRE-EVENT

June - Poster hanging - June 9-16

- Must have a vehicle, shared sign up sheet of locations to hang posters
- Email Festival Director if interested: wickfordartfestival@gmail.com

June - Promotional Sign Distribution

- Must have vehicle, shared sign up sheet for locations to post lawn signs
- Can pickup week of June 17-24 at WAA Gallery
- Email Festival Director if interested: wickfordartfestival@gmail.com

JUNE - Artist Packet & Event Materials/Equipment Assembly

MONDAY, JUNE 24,- 4-6PM

Will take place at Wickford Art Association Gallery at 36 Beach Street

- Volunteers will be needed to alphabetize, label envelopes, sort items
- Volunteers to also help organize, sort, fold, pack merch
- Volunteers to help assemble new wagons

JULY - Thursday 7/11 - WAA Tents/tables/chairs setup/other large misc items

- **3-4pm- 1 DRIVER/1 PASSENGER** will load in items at WAA gallery and any other location supplies are ready to be picked up - more details to be provided
- **4-6pm** - Will need strong volunteers to help setup WAA tents, tables & chairs

Friday July 12

Registration setup - 2:30-7:00 PM pm

Artist Registration -3:00-7:00 pm

Refreshments provided for volunteers & artists with multiple areas to help make load in seamless!

1. **Parking** - volunteers helping to show artists where to park for load in - greeting cars as they pull in, directing to best area to park, directing them to registration tent and booth location
2. **Artist Check in/Tax documents** - check in artists and distribute their artist packet, collect any other information needed from the artist

WICKFORD

ART FESTIVAL

3. **LOAD IN VOLUNTEERS** - STRONG VOLUNTEERS NEEDED - will assist artists in the field making sure putting booths in right location, carting and carrying items out onto the field
4. **Artist/Volunteer Hospitality** - manage hospitality tent - setup snacks, food that'll be dropped off
5. **Artist/Volunteer Hospitality - pot luck drop off @ 3:30pm** - sign up ahead of time to bring food/snacks to drop off at Wilson Park
6. **Event Signage setup** - Will need pickup truck & will be given map/locations of signs to put out

FESTIVAL WEEKEND - SATURDAY 7/13 & SUNDAY 7/14

7:30am-9:00am - WAA INFO BOOTH/EDUCATION BOOTH/SCHOLARSHIP RAFFLE BOOTH SETUP

8:30am-12:30pm; 12:15-4:30pm

INFO BOOTH/SCHOLARSHIP TENT/EDUCATION TENT

- Volunteers needed to help manage info booth (lost & found, merch sales, map distribution, etc), Scholarship Raffle Tent (selling raffle tickets) and Education Tent (helping run a community art project)

IN THE FIELD

- 3 groups of 2 - with radios walking the festival
- Curbside pickup/emergencies - 2 volunteers
- 4 volunteers - water wagons

Festival Protocol Checks - 10am & Sunday 10am - Festival Committee members only - walkthrough mid-morning and report to festival director

SUNDAY - TAX/BREAKDOWN - 3:30-6pm

Refreshments provided

- Pink form collectors, volunteers to help collect booth #'s & field trash pickup
- WAA tents breakdown/tables/merch/scholarship art/education/signage
- 1 truck driver/1 passenger - to help load up truck and bring supplies back to gallery/storage locations
- **ARTIST BREAKDOWN VOLUNTEERS** - STRONG VOLUNTEERS NEEDED to help artists pack up and bring items back to their car, also help with final trash removal from field

WICKFORDART.ORG - FESTIVAL - VOLUNTEER
SIGN UP GENIUS LINK WITH ALL POSITIONS/TIME SLOTS!