



VOLUNTEER JOB DESCRIPTIONS AND DETAILS

Wilson Park - 211 West Main Street - North Kingstown, RI 02852

FRIDAY, JULY 11 - ARTIST LOAD IN - WILSON PARK

ARRIVAL FOR ALL VOLUNTEERS

- Please park in the dirt/grass areas near the Little League baseball fields so we can keep all parking areas by the soccer fields open for artists.
- After parking, head to the Artist Registration/Volunteer Check-In Tent to meet Addison. She will direct you to where you need to go, provide any additional details about your role, and answer any questions.
- If you haven't already, please pick up your volunteer t-shirt at check-in.

ARTIST REGISTRATION – Check-In & Tax Documents

- **12:00 PM:** Volunteers will assist Janet Tobin with setting up the Artist Registration/Check-In tables and preparing artist packets.
- **12:15 PM:** Janet will train volunteers and get everyone set up and ready for artist check-in.
- **12:30 PM:** Volunteers should be ready at the check-in area.
- **1:00 PM:** Artists will begin arriving for check-in.

ARTIST REGISTRATION – Parking

- Artists will be directed to use the entrance on Intrepid Drive; artists may not use the main entrance for drop-off.
- Drop-off will be staggered beginning at 1:00 PM and will continue on an hourly schedule thereafter.
- Greet any artists who arrive too early and direct them to wait in the parking lot at Duffy's Tavern.

ARTIST REGISTRATION – Hospitality Drop Off & Tent

- If you are dropping off food items, enter via Intrepid Drive. The hospitality tent is located next to the Artist Registration tent on the field. You may pull up and drop items off directly.
- Volunteers assigned to the hospitality tent will set up tables with food, utensils, plates, and supplies, and will help serve and refresh refreshments for artists and volunteers as needed.

ARTIST REGISTRATION - Signage Setup

- Heather will message you separately where to pick up all signage and a list/location for each sign.
- Please call 401.339.5982 for questions - Thank you!

ARTIST REGISTRATION – Artist Load In

- Load-in volunteers will be stationed throughout the parking areas to assist arriving artists.
- Extra wagons and carts will be available. Volunteers should offer assistance to artists transporting their items, helping them move materials from the parking area to the field and to their assigned booth locations.

SATURDAY, JULY 12 & SUNDAY, JULY 13

PARKING & ARRIVAL – All Volunteers

- Please refer to the map attached in the email. The facilities building lot is reserved for staff and volunteers only.
- Upon arrival, check in at the Info Tent / Volunteer Check-In Tent / Artist Registration Tent (10x10 tent closest to the road, near the community booths).
- Addison or another volunteer will provide your t-shirt (if you haven't already received one) and direct you to your assigned area, along with details about your role and responsibilities.

PARKING ATTENDANT - 7:00am - 9:00am

- Ensure food trucks, artists and volunteers are parking in designated lots at the start of the festival.

SATURDAY ONLY - ARTIST REGISTRATION - 7:30am-9am

- Meet in the Artist Check In tent

- Leftover artist registration packets & master check in binder will be in tent

SATURDAY ONLY - SETUP OF WAA TENTS - 7:30am-9am

- **WAA Main Info booth** - setup tablecloths, merch, posters, festival maps, any displays, etc to make the booth look nice and presentable. There will be a binder with a list of what to set up/do.
- **Secondary booth** - same as WAA info booth, list will be in main binder
- **Scholarship raffle tent** - help Lori Jeremiah with anything that's needed - hang banners, tablecloths, set out tickets, hanging art, etc.
- **Education tent** - set up tablecloths, banners, art materials, etc.
- **JAM tent** - setup tablecloths, banners, artwork, etc.

SATURDAY AND SUNDAY - 9:00am - 4:00pm

MAIN INFO BOOTH & SECONDARY INFO BOOTHS

- Answer any questions artists or guests may have.
- Pass out festival maps and other visitor information.
- Use the booth binder as a reference for procedures and festival guidelines.
- Assist with curbside pickup by helping transport artwork to guests' vehicles upon arrival at the pickup area.
- Collect and store all lost & found items securely.

MERCHANDISE TENT

- Encourage patrons to purchase Festival t-shirts, Festival posters, WAA t-shirts, aprons, and water bottles.
- Accept cash payments and use Square to process card sales and other electronic transactions.
- A hotspot will be available for Square sales transactions.
- Re-stock shelves and replenish merchandise as needed throughout the event.

ARTIST REGISTRATION - 7:30am - 9:00am

- Assist artists with registration and state sales tax information. Janet Tobin, Committee Captain

PARKING - OFF SITE

- Attendants are stationed at either Centreville Bank, Coastal1 or the old Duffy's to help direct traffic.

WATER WAGONS

- Head to one of the NKEF water tents to begin your shift.
- Load water and ice into wagons and distribute them to artists throughout the festival grounds.
- Make regular rounds to ensure artists stay supplied with water and ice.
- This is not a continuous task—complete a round, then take breaks as needed before heading out again.

OVERSEERS– In the Field

- Walk the field and be available to respond to artist and guest needs, including curbside pickup requests. Radios will be provided.
- Assist artists as needed, including helping them locate restrooms or access food.
- If an artist sells a piece and the customer plans to return for pickup, complete a curbside pickup form (available at the main info booth) and properly tag the artwork.

EDUCATION TENT

- Encourage patrons to visit the Education Tent, which will feature live demonstrations and fun activities.
- All art materials will be provided at the tent. Please keep the space neat, organized, and refreshed throughout the event.

SCHOLARSHIP RAFFLE TENT

- Encourage patrons to purchase raffle tickets.
- Sell raffle tickets and collect cash payments.
- Accept cash for raffle ticket purchases.
- Credit card sales for raffle tickets may be completed at either Information Booth.
- Please keep the space neat, organized, and refreshed throughout the event.

JURIED ARTIST MEMBER (JAM) TENT

- Sell JAM artwork and promote purchases to festival patrons.
- Assist customers with artwork selections and answer questions as needed.
- Direct customers to the Information Booth to complete payment.
- Maintain an organized display area and re-stock artwork as needed throughout the event.
- Please keep the space neat, organized, and refreshed throughout the event.

SUNDAY ONLY - ARTIST / FESTIVAL BREAKDOWN

TAX FORM COLLECTIONS

- Meet at the Artist Registration / Volunteer Check-In Tent.
- You will be given instructions on which row to go down and which forms to collect, including pink forms or page 3 for artists using a temporary permit.
- Help organize and alphabetize all collected forms once finished.

ARTIST BREAKDOWN 4:00PM -7:00PM

- We will open the dirt lot by the field and help artists park in that lot to break down - we will also assist them parking along the road/in other close by parking spots
- Help artists pack, carry or transport with hand trucks their things closer to the parking lots or to their vehicles

OTHER NOTES:

- Please take breaks as needed. There are enough volunteers scheduled for each shift to allow for alternating breaks.
- At this time, only snacks and beverages will be provided for volunteers—no full meals will be available, so please plan accordingly.
- Remember to stay hydrated throughout the day. Please help yourself to water as needed.
- Direct Festival Contact (Heather – Festival Director): 401.339.5982

THANK YOU!