



RIVERSPAN VOLUNTEER JOB DESCRIPTION

Volunteer benefits include an embroidered RiverSpan shirt, free weekend admission, free food and drink during your shift(s), paid parking and a very interesting weekend.

Set-up/ Strike: This job involves many physical aspects of setting up the bridge space for the exhibitors. Professional tent suppliers will also be working with us on the bridge to erect the tenting and sidewalls but you will have no dealings with them. You will be needed to unload pedestals from our trucks onto carts, transport and unload at artist's space. Set up tables and chairs. Distribute trash receptacles, coolers, etc. STRIKE is the reverse of "set-up". Volunteers will assist loading art onto cart and transport to artist vehicle and stack sort and load pedestals back into RiverSpan trucks. This is a physical job, but people will work in pairs.

Installation / Removal Art: This physical job will require you to assist artists with unloading artworks from artists' vehicles onto carts, transport and unload at artist's space on the bridge. The "Removal" is the reverse of "install art" assist loading art onto cart and transport to artist vehicle upon show closure on Sunday. This will allow you to work closely with the artists and under their supervision. People will work in pairs.

Gate / Door: This job is not so physical, requiring volunteers to take tickets, sell tickets, apply wristbands, collect zip codes and distribute catalogs and information packets to attendees. You will need to possess "people skills" for this volunteer application.

Sales Assistant: This is not so physical but will require you to be on your feet for the majority of the time on the bridge. Sales volunteers will be clearly identified with Red Sales Aprons. Each volunteer will be positioned in a particular area with approximately eight artists to monitor in order to provide immediate assistance to attendees / artists when a sale occurs. When a sale is agreed upon, a Sales Assistant will fill out the necessary form and escort the purchaser to the Sales Office to finalize the transaction. Although assistants will enjoy a unique position for viewing the event, it is important that they offer no opinions concerning the art, even if asked, and leave this subjective task to the artist and potential purchaser.

Booth Sitters: There are volunteers required to sit at an artists booth while they take a lunch or bathroom break or if an artist takes ill for all or part of a day. This is not a physical job but one that requires people skills and the ability to speak intelligently about an artists work. This is one area where a volunteer may voice an opinion to a potential buyer.

Information: Provide attendees with needed information about the RiverSpan event and the surrounding communities.

Parking: This job requires the volunteer to monitor "ARTIST" parking in our designated lots and assure only tagged vehicles utilize the parking we have made available.

All times noted are start times, and shifts are four hours. We request artists to arrive 20 minutes prior to their start time.