



MARTINARTS PRESENTS

ArtsFest

FEBRUARY 11 & 12
GAZEBO PARK, STUART



VOLUNTEER POSITION: Friday Site Operations & Festival Set Up

GENERAL DESCRIPTION

On the Friday afternoon before ArtsFest opens, volunteers are needed in the afternoon and early evening to perform various set up and miscellaneous tasks.

DUTIES/RESPONSIBILITIES

- Attend volunteer orientation to get acquainted with your job duties, meet the ArtsFest staff and committee, pick up your volunteer t-shirt, and get the inside scoop on what is going on for the weekend.
- FUN is why we volunteer! Smiling is contagious.
- Perform general set up tasks.
- Distribute and setup chairs and tables in designated areas.
- Hang sponsor and event banners, as directed.
- Set out trash cans, recycle bins, and signage in designated areas.
- Assist with the process of road closures to include placing barricades and traffic cones.
- Assist with setting up VIP area or other special events areas, if applicable.
- Assist with setting up display racks in the local artist tent.

REQUIREMENTS

Physical

- Ability to be on your feet and walking for at least 2.5 hours (per shift).
- Ability to lift at least 30 pounds.

General

- Patience is always a must.
- Ability to assess onsite logistics and determine best course of action.

WHAT TO WEAR

- Wear your volunteer t-shirt.
- Dress comfortably for outdoors and listen to the weather.
- Bring rain gear if rain is predicted – we still need you.
- Don't forget your sunscreen!
- Comfortable shoes are a must as you will be on your feet for most of your shift.

MISCELLANEOUS

- Safety is always the first priority; therefore, we ask that no alcoholic beverages be consumed while volunteering.
- We also ask that you leave your pets at home while volunteering.

While volunteering, please remember to treat everyone, visitors and other volunteers, with courtesy. If problems occur, please contact an ArtsFest Steering Committee Member. We are there to assist you and can be identified by our name badges. During the festival, Steering Committee Members will be checking volunteer locations to make sure everything is running smoothly. Please let them know of any concerns you may have. We want to make your volunteer experience fun and safe, so let us know what we can do to help.