



MARTINARTS PRESENTS

ArtsFest

FEBRUARY 11 & 12
GAZEBO PARK, STUART



VOLUNTEER POSTION: Artist Load Out (Sunday)

GENERAL DESCRIPTION

Determine if artists and vendors are packed and ready to load prior to driving into site. Provide general support to artists and vendors as they break down. Assist with general traffic logistics as artists load their vehicles to leave.

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.
- Monitor your assigned section for the following:
 - Assist during breakdown of event after visitors have cleared the site. All artists and vendors must have area packed and ready to load prior to driving into site.
 - Distribute passes to artists once they are ready to bring their vehicles onsite.
 - Help coordinate entry and exit of vehicles to prevent traffic jams.
- Ensure entrance and exit are always open for vehicular traffic.
- Monitor entrance and exit for unauthorized pedestrians.
- Ensure the center lane remains open for vehicular traffic to enter and exist (one-way flow).

REQUIREMENTS

Physical

- Ability to be on your feet and walking for at least 4 hours.

General

- Patience is always a must.
- Ability to assess logistics of traffic flow (of artists entering and leaving) 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.