



MARTINARTS PRESENTS

# ArtsFest

**FEBRUARY 11 & 12**  
**GAZEBO PARK, STUART**



## **VOLUNTEER POSITION: Sunday Site Operations Support**

### **GENERAL DESCRIPTION**

Assists with various aspects of ArtsFest operational setup, daily maintenance, and distribution of equipment and supplies throughout the weekend, including deployment of event signage, parking cones, supplies, and equipment, and monitoring of various site-specific items (trash, porta potties, etc.). Given the nature of this job, you may get your hands, clothes, and shoes dirty.

### **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.
- As needed, distribute ice, water, and snacks to volunteer tent and other points.
- Assist with infrastructure set up (deploy event signage, electricity, safety cones, etc.).
- Double check that trash cans and recycle bins are in place.
- Monitor trash cans and recycle bins throughout the day for collection; change out trash bags as needed.
- Monitor port-a-potties for toilet paper, paper towels, and overall sanitary conditions.
- May be assigned to keep the back gate secure and allow selective access to credentialed participants.

#### **Morning Shift: 8am -10am**

- Double check trash and recycle bins are in place.
- Deploy event signage.
- Deploy supplies to various stations (coolers, water, snacks, etc.).

#### **Afternoon Shift: 1:00pm – 5:00pm**

- Monitor throughout the day trash cans and recycle bins for replacement bags/debris removal.
- Monitor throughout the day the condition of the porta potties; refill toilet tissue and paper towels as needed.
- As directed, assist with the deployment of various supplies.

#### **Evening: 5:00pm – 7:00pm**

- Drag trash cans and recycle bins to the dumpsters. Note: leave 2 trash cans on the street in the artist area for artist cleanup (one closer to Denver and one closer to courthouse crosswalk).
- Break down tables and chairs (rental equipment) and neatly stack in common pick-up area.
- Collect and move event signage back to the common area.
- Remove banners from fence and return to common area.
- Walk the entire event site and pick up any loose debris that is left from breakdown.

## **REQUIREMENTS**

### **Physical**

- Ability to be on your feet and walking for at least 2 – 4 hours, depending on shift.
- Ability to lift at least 30 pounds.

### **General**

- Patience is always a must.
- Ability to troubleshoot and solve logistical site problems that may arise during the festival.
- Experience with basic construction and electrical engineering a plus.

## **WHAT TO WEAR**

- Wear your volunteer t-shirt.
- Dress in clothes and shoes that you don't mind getting dirty.
- 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.
- Bring work gloves.

## **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.