

# Thompson Valley Art League

## Short Term Volunteer

### Job Descriptions

#### **Night on the Town NOTT- Including show openings**

Bartender: Must be certified by the City of Loveland (see Jill for details).

-Arrive at 5:30

-set-up Bar Area

-wine glasses, napkins, wine/beer opener

-fill blue cooler

-12 beers, 12 -20 waters, 12 non-alcoholic beverage- ICE (back up in

Fridge) -Serving time: 6:00-9:00

-Tip Jar recommended

-Tear down at close

Door Person: Per our liquor license, Alcoholic beverages can not leave the building. All exits must be monitored

-Arrive by 5:45 pm

-Bring snack for the food table

-help tear down

Food Tenders: Bring a snack for the food table

-set-up food table

-monitor food table through out night to keep replenished

-keep clean and trash emptied

-9:00 put food away, empty all trash, tear down

-vacuum

Sales Associate:

- assist customers, talk about the art
- ring sales, help package
- help tear down and clean up

Demo your work: Bring all materials to do a demo

- Arrive 5:30 or sooner for set-up
- Demo from 6-9pm
- Teardown and clean up

## **Show unpack and check in: RPS, NFAS, RFAS, NPS**

- help set-up tables for check in and unpacking shipped in items
- Check all incoming work, match registration, scratches, dings, proper labeling, proper hanger

(See check-in check list at check in)

## **Show pick-up: RPS, NFAS, RFAS, NPS**

- assist artist in picking up their works. (see pick-up checklist at pick-up)
- package up all shipped in works for ship out.

## **YART Sale:**

Set-up: set-up 2-4 tents in the back of the building

- set-up tables and walls
- Sales associate: help customers, ring sales on the square

## **Studio Tour:**

- Show up 15 minutes before your shift

Demo: must be registered as an independent artist with Studio Tour

- bring snacks
- set-up and tear down
- assist customers with selling your work

-Demo your work (required)

Sales: bring snacks, assist customers, ring up sales, package items, talk about the art, Engage with customers.

### **Classroom Attendant:**

-Set-up, tear down

### **Classroom Assistant:**

-help set-up and tear down, assist instructor, set-up snacks, instruct students where the restrooms are

-take out trash

### **Gallery Sales Associate:**

-Open and close down the gallery (see gallery operations manual in office) -Assist customers, talk about all of the art

-ring sales on square

-light house cleaning if needed, dust, vacuum, clean glass