

# North Charleston ARTS FEST



May 2-May 6, 2018

## VOLUNTEER OPPORTUNITIES

The North Charleston Arts Fest is a very rewarding and exciting time of year. The magnitude of this program requires enormous support from the community and the Cultural Arts Department is truly grateful for the many wonderful volunteers that help to make the event a success.

*Thank you for your willingness to dedicate your time and energy to this annual event!*

### Volunteer Sign-Up Details:

Volunteer opportunities are listed in sections by type of activity/task on page 1 of this packet. Please indicate the event(s)/task(s) and time frame(s) you wish to volunteer for and submit page 1 to Cultural Arts in order to be added to the volunteer schedule.

Refer to pages 2-4 for complete details on each event/task.

Volunteers will be added to the schedule in the order that sign-up forms are received. Keep in mind that we are looking for a specific number of volunteers for each event/task. If the volunteer need for an event/task has been met at the time that your form is submitted, you may be asked to consider an alternative event/task where there is still a need for volunteers.

Volunteers age 15 or younger must be accompanied by an adult.

**Volunteer Sign-up Forms are due NO LATER than 5:00pm on Monday, April 23, 2018.**

After deadline, no day-of or walk-up volunteers at any Arts Fest event will be accepted.

Cultural Arts staff will evaluate the volunteer schedule following the deadline and contact volunteers between Wed., April 25, & Fri., April 27, to confirm commitments and relay check-in information.

Each volunteer will receive one Arts Fest T-shirt at their initial check-in.

### **MAIL, HAND DELIVER, FAX, OR EMAIL PAGE 1 ONLY BY MONDAY, APRIL 23:**

Mail:  
City of North Charleston  
Cultural Arts Department  
PO Box 190016  
N. Charleston, SC 29419

In Person:  
North Charleston City Hall  
Cultural Arts Dept., 2<sup>nd</sup> Fl.  
2500 City Hall Lane  
N. Charleston, SC 29406

Fax: 843-529-2291

Email:  
[tbowers@northcharleston.org](mailto:tbowers@northcharleston.org)

Thank you for supporting the **2018 North Charleston Arts Fest!**

# North Charleston

# ARTS FEST

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## VOLUNTEER SIGN-UP FORM

Page 1

<b>FOR OFFICE USE ONLY</b>	
Scheduled time confirmed:	
Date called: _____	
Confirmed by staff initial: _____	
T-shirt received: [ ]	
Added to/updated on mail list: [ ]	
Thank you letter mailed: [ ]	

Name:		Email:		
Street:	Apt. #:	City:	State:	Zip:
Phone:		T-shirt Size ( <i>indicate preference</i> ): Adult (S) (M) (L) (XL) (XXL)		

Mark a ✓ next to desired event(s)/task(s). If multiple timeframes listed, ✓ next to desired time frame.  
Refer to pages 2-4 for specific details about each event//task listed.

### ART HANDLING/EXHIBITION INSTALLATION & STRIKE

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Install Prep	Mon., Apr 30		11:30am-3pm	3pm-7pm
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation	Tue., May 1		11:30am-3pm	3pm-7pm
	Art/Photo/Palmetto Hands Installation	Wed., May 2	8:45am-Noon		
	Youth Art Installation	Thu., May 3	8:45am-Noon		
	Youth Art Judge Assistant	Fri., May 4	12:45pm-4pm		
	Youth Art Award Prep & Distribution	Sun., May 6	3:45pm-6pm		
	Youth Art Pick-Up & Strike	Sun., May 6	5pm-6:30pm		
	Art/Photo/Palmetto Hands Pick-Up & Strike	Mon., May 7		11:30a-3p	3pm-7pm

### EXHIBITION MONITORING

✓	EVENT/TASK	DATE(S)	TIME FRAME			
	Artwork Monitor	Thu., May 3		9:45am-1:30pm	1pm-5pm	
	Artwork Monitor	Fri., May 4		9:45am-1:30pm	1pm-5pm	
	Expo Artwork Monitor	Sat., May 5		10:30am-2pm	1:30pm-5pm	
	Expo Artwork Monitor	Sun., May 6		10:30am-2pm	1:30pm-5pm	
	Exhibit Monitor Immersive Art Installation: <i>False Dichotomy</i> by Heather Thornton and Sage Graham	Fri.-Sun.  May 18- June 3		<b>Fri. 5/18</b> 2-6pm	<b>Sat. 5/19</b> 2-6pm	<b>Sun. 5/20</b> 2-6pm
			<b>Fri. 5/25</b> 2-6pm	<b>Sat. 5/26</b> 2-6pm	<b>Sun. 5/27</b> 2-6pm	
			<b>Fri. 6/1</b> 2-6pm	<b>Sat. 6/2</b> 2-6pm	<b>Sun. 6/3</b> 2-6pm	

### INFORMATION/CUSTOMER SERVICE

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Expo Information Booth Attendant	Sat., May 5		10:30am-2pm	1:30pm-5pm
	Expo Information Booth Attendant	Sun., May 6		10:30am-2pm	1:30pm-5pm

### EVENT SET-UP/BREAK-DOWN

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Arty Block Party Set-Up/Break-Down	Fri., May 4		2pm-6pm	7:30pm-10pm
	Expo Art & Craft Vendor Check-in/Load-in	Sat., May 5	7:30am-11:00am		

### KID'S ACTIVITIES

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Arty Block Party Kid's Zone	Fri., May 4	4:30pm-8pm		
	Expo Box City Monitor	Sat., May 5		10:30am-2pm	1:30pm-5pm
	Expo Creation Station Artist Assistant	Sat., May 5		10:30am-2pm	1:30pm-5pm
	Expo Box City Monitor	Sun., May 6		10:30am-2pm	1:30pm-5pm
	Expo Creation Station Artist Assistant	Sun., May 6		10:30am-2pm	1:30pm-5pm

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## VOLUNTEER OPPORTUNITY DETAILS

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Review the following volunteer opportunity details and indicate your selection(s) and timeframe(s) on the Volunteer Sign-Up Form (page 1).

Arts Fest events that are not listed have sufficient staff coverage. Training is provided on site.

Keep these pages, making note of your selections, for future reference.

Call (843)740-5854 with questions or if your availability changes after your form has been submitted.

### MONDAY, APRIL 30

#### **Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation Prep**

Location: Charleston Area Convention Center, Exhibit Hall A & B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with receipt and organization of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; assist with setting up display screens and pedestals.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm

### TUESDAY, MAY 1

#### **Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation**

Location: Charleston Area Convention Center, Exhibit Hall A & B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with receipt, organization, and hanging of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; prep Youth Art participation ribbon packets and fold t-shirts.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm

### WEDNESDAY, MAY 2

#### **Art/Photo/Palmetto Hands Installation**

Location: Charleston Area Convention Center, Exhibit Hall A & B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with installation of entries for Fine Art, Photography, and Palmetto Hands, and exhibitions; prep Youth Art participation ribbon packets and fold t-shirts.

Timeframe: 8:45am-Noon

### THURSDAY, MAY 3

#### **Youth Artwork Installation**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with hanging of entries for Youth Art exhibition; prep Youth Art participation ribbon packets.

Timeframe: 8:45am-Noon

#### **Artwork Monitor**

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, and Palmetto Hands exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:30pm, 1:00pm-5:00pm

### FRIDAY, MAY 4

#### **Youth Art Judged Assistant**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff and youth art judges with review of entries, recording results, and placing ribbons.

Timeframe: 12:45pm-4:00pm

#### **Artwork Monitor**

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, and Palmetto Hands exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:30pm, 1:00pm-5:00pm

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### FRIDAY, MAY 4 (CONTINUED)

#### **Arty Block Party Set-Up/Break-Down**

Location: Olde Village of North Charleston, East Montague Avenue between Jenkins and Virginia Avenues, North Charleston, SC 29405

Tasks: Assist staff with set-up and/or break-down of chairs, tables, tents, and other equipment/supplies; serve as greeters and general helpers; distribute festival program booklets and provide information; assist with pack-up/clean-up.

Timeframes: 2:00pm-6:00pm, 7:30pm-10:00pm

#### **Arty Block Party Kid's Zone**

Location: Olde Village of North Charleston, East Montague Avenue between Jenkins and Virginia Avenues, North Charleston, SC 29405

Tasks: Serve as assistant to contracted artist leading children's craft activity; monitor children's activities such as hula hoops, bubbles, sidewalk chalk; serve as greeters and general helpers; distribute festival booklets and provide information; assist with pack-up/clean-up of kid's zone.

Timeframe: 4:30-8:00pm

### SATURDAY, MAY 5

#### **Expo Art & Craft Vendor Check-In/Load-In**

Location: Charleston Area Convention Center, Lobby and Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with greeting/checking-in vendors; assist vendors with finding their assigned vendor space and loading in supplies.

Timeframe: 7:30am-11:00am

#### **Expo Information Booth Attendant**

Location: Charleston Area Convention Center, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Serve as greeters; distribute festival booklets and provide directions and general information; conduct patron surveys; assist with merchandise sales.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

#### **Expo Art Exhibit Monitor**

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, and Palmetto Hands exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

#### **Expo Box City Monitor**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor/guide children through hands-on city planning project using small cardboard boxes and art supplies; keep area tidy and replenish supplies as needed; assist with break-down/clean-up.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

#### **Expo Creation Station Artist Assistant**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Serve as assistant to contracted artist leading children's craft activity; keep area tidy and replenish supplies as needed; assist with break-down/clean-up.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

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**SUNDAY, MAY 6**

**Expo Information Booth Attendant**

Location: Charleston Area Convention Center, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Serve as greeters; distribute festival booklets and provide directions and general information; conduct patron surveys; assist with merchandise sales.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

**Expo Art Exhibit Monitor**

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, and Palmetto Hands exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

**Expo Box City Monitor**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor/guide children through hands-on city planning project using small cardboard boxes and art supplies; keep area tidy and replenish supplies as needed; assist with break-down/clean-up.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

**Expo Creation Station Artist Assistant**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Serve as assistant to contracted artist leading children's craft activity; keep area tidy and replenish supplies as needed; assist with break-down/clean-up.

Timeframes: 10:30am-2:00pm, 1:30pm-5:00pm

**Expo Youth Art Award Prep & Distribution**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with award packet preparation/distribution and the pick-up of youth art entries and awards.

Timeframe: 3:45pm-6:00pm

**Expo Youth Art Exhibit Pick-Up & Strike**

Location: Charleston Area Convention Center, Exhibit Hall B, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with pick-up of youth art entries and dismantle and transport of art display screens to storage.

Timeframe: 5:00-6:30pm

**MONDAY, MAY 7**

**Artwork Pick-Up/Exhibit Strike**

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with pick up and safety and security of entries in the Fine Art, Photography, and Palmetto Hands exhibits; assist with dismantle and transport of screens and other items to storage.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm

**FRIDAYS-SUNDAYS, MAY 18-JUNE 3**

**Exhibit Monitor - *False Dichotomy* by Heather Thornton & Sage Graham**

Location: Historic Reynolds Avenue Fire Station, 2006 Reynolds Avenue, North Charleston, SC 29418

Tasks: Monitor the safety and security of the immersive art installation on public display; serve as greeters; provide information.

Timeframe: 2:00-6:00pm

***Thank you in advance for your valuable support of the 2018 North Charleston Arts Fest!***