



## 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 22, 2019.**

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 sign-up deadline and contact volunteers between Wednesday, April 24, & Friday, April 26, 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 22:**

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 **2019 North Charleston Arts Fest!**

<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:	[ ]

# North Charleston

# ARTS FEST

May 1-May 5, 2019

## VOLUNTEER SIGN-UP FORM

Page 1

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 29	11:30am-3pm		3pm-7pm
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation	Tue., Apr 30	11:30am-3pm		3pm-7pm
	Youth Art Installation	Wed., May 1	8:45am-Noon		
	Youth Art Award Verification Assistant	Wed., May 1	12:45pm-4:00pm		
	Art/Photo/Palmetto Hands/ Youth Art Pick-Up & Strike	Mon., May 6	11:30a-3p		3pm-7pm

### EXHIBITION MONITORING

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Artwork Monitor	Thu., May 2	9:45am-1:45pm		1:30pm-6pm
	Artwork Monitor	Fri., May 3	9:45am-1:45pm		1:30pm-6pm
	Artwork Monitor	Sat., May 4	9:45am-1:45pm		1:30pm-6pm

### INFORMATION/CUSTOMER SERVICE

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	World Arts Expo Information Booth Attendant	Sat., May 4	10:30am-2pm		1:30pm-5pm
	Exhibition Encore Information Booth Attendant	Sun., May 5	11:30am-3pm		2:30pm-6pm

### EVENT SET-UP/BREAK-DOWN

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Arty Block Party Set-Up/Break-Down	Fri., May 3	2pm-6pm		7:30pm-10pm
	World Arts Expo Art & Craft Vendor Check-in/Load-in	Sat., May 4	8:00am-11:00am		
	World Arts Expo Art & Craft Vendor Load-out	Sat., May 4	5:00pm-7:00pm		

### HANDS- ON ART ACTIVITIES

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Arty Block Party Kid's Zone	Fri., May 3	4:30pm-8pm		
	World Arts Expo Kid's Art Activities Assistant	Sat., May 4	10:30am-2pm		1:30pm-5pm
	World Arts Expo Community Art Project Assistant	Sat., May 4	10:30am-2pm		1:30pm-5pm
	Exhibition Encore Kid's Art Activities Assistant	Sun., May 5	11:30am-3pm		2:30pm-6pm

# North Charleston

# ARTS FEST

May 1-May 5, 2019

## 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 29

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

Location: Charleston Area Convention Center, Exhibit Hall A, 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 pedestals.

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

### TUESDAY, APRIL 30

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

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

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

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

### WEDNESDAY, MAY 1

#### **Youth Art Installation**

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

Tasks: Assist staff with installation of entries for Youth Art; prep t-shirts for winners and Youth Art participation ribbon packets.

Timeframe: 8:45am-Noon

#### **Youth Art Award Verification Assistant**

Location: Charleston Area Convention Center, Exhibit Hall A, 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

### THURSDAY, MAY 2

#### **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, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm

# North Charleston

## ARTS FEST

May 1-May 5, 2019

### VOLUNTEER OPPORTUNITY DETAILS

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#### FRIDAY, MAY 3

##### **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, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm

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

Location: Olde Village of North Charleston, E. Montague Ave. between Jenkins & Virginia Aves., North Charleston, SC 29405

Tasks: Assist staff with set-up and/or break-down of chairs, tables, tents, and other equipment/supplies; assist vendors load-in and break-down; 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, E. Montague Ave. between Jenkins & Virginia Aves., 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: 4:30-9:00pm

#### SATURDAY, MAY 4

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

Location: North Charleston Riverfront Park, 1001 Everglades Ave., North Charleston, SC 29405

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

Timeframe: 8:00am-11:00am & 5:00pm-7:00pm

##### **World Arts Expo Information Booth Attendant**

Location: North Charleston Riverfront Park, 1001 Everglades Ave., North Charleston, SC 29405

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

##### **World Arts Expo Kid's Art Activity Assistant**

Location: North Charleston Riverfront Park, 1001 Everglades Ave., North Charleston, SC 29405

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

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

##### **World Arts Expo Community Art Activity Assistant**

Location: North Charleston Riverfront Park, 1001 Everglades Ave., North Charleston, SC 29405

Tasks: Serve as assistant to contracted artists leading collaborative community projects; keep area tidy and replenish supplies as needed; assist with break-down/clean-up.

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

##### **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, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm

# North Charleston

# ARTS FEST

May 1-May 5, 2018

## VOLUNTEER OPPORTUNITY DETAILS

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### SUNDAY, MAY 5

#### **Exhibition Encore Information Booth Attendant**

Location: Charleston Area Convention Center, Exhibit Hall A, 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: 11:30am-3:00pm, 2:30pm-6:00pm

#### **Exhibition Encore Kid's Art Activities Assistant**

Location: Charleston Area Convention Center, Exhibit Hall A, 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: 11:30am-3:00pm, 2:30pm-6:00pm

### MONDAY, MAY 6

#### **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, Palmetto Hands, and Youth Art exhibits; assist with dismantle and transport of screens and other items to storage.

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

*Thank you in advance for your valuable support of the 2019 North Charleston Arts Fest!*