



AAA Show Job Description and Sign up Form - Pavilions
All artists participating in the show must sign up to work one of these tasks/shifts

Job Descriptions for Spring Show - March 18-21, 2010

Cashier Assistant, 1 per shift

Reports to Head Cashier

- Fill out receipts for art sold and collect money
- Record sales in Sales Book
- Should feel comfortable handling money/sales
- Will be sitting most of time.
- Report in 15 minutes prior to start time.

Greeter: 1 per shift (2 for Private Preview)

Reports to Head Cashier

- Count show guests as they enter with supplied clicker
- Invite guests to sign guest book
- Inquire of guests how they heard of the show and record their answer
- Hand out programs to guests (at Private Viewing, take invitations and hand out drink tickets)
- Will also serve as security (no one leaves with an unpaid for piece of art or with alcoholic drink)
- Will be standing during entire shift.
- Will be the first contact with a prospective buyer.
- Will greet guests cordially and direct them if they ask for a particular area/artist
- Report in 15 minutes prior to start time

Host/Hostess: 2-3 per Shift (None for Private Viewing)

Reports to Head Cashier

- Schmooze with show guests
- Answer guests' questions regarding art/artists
- Help buyers by removing purchased piece and bringing it with its price tag to the cashier
- Replace sold art from storeroom
- Work total show space, not just their art league's area
- Will be standing/walking around all of the shift
- Must be professional and helpful to guests/buyers
- No drinks/food in hand.
- Report in 15 minutes prior to start time

Show Signs - Out: About 1 hour before show. Must also sign up for another job!

Reports to: Director of Shows

- Will have a map
- Obtain signs from Director of Shows
- Need a vehicle to hold signs
- Volunteer will also work some other job
- Report in 1 hour prior to show opens for the day

Show Signs - In: About 45 minutes beginning at daily close of show. Must also sign for another job!

Reports to: Director of Shows

- Help bring in show signs at end of show day
- Requires vehicle to collect signs
- Store signs per instructions of show director
- Will have a map
- Volunteer will also work some other job.
- Report in 15 minutes before close of show for the day.

Show Set-up: Until done! (starts Wednesday at 9:00 am, ends when all work completed)

Reports to Set-up Coordinator

Will work one or more of the following jobs:

- Unload panels and supplies
- Set up panels
- Hang Chains
- Stringing, taping and neatening of light cords, attaching and directing lights
- Vacuum
- Put out chain and hooks in central location for artists' use
- Must be physically able to lift and climb ladders

Demo Artist:

Reports to Director of Show or Head Cashier prior to setting up

- Must be an AAA-juried artist
- May demo as long as desired, but not less than 3 hours
- May have business cards available to distribute
- May have finished work available, but that work must be listed on inventory sheet and sold through head cashier
- Interact with bystanders about the artwork.

Gift Shop: 1 per shift. Repeating days encouraged!!!!

Reports to Gift Shop Manager.

- Handles sales and assists customers with selections
- Writes up sales receipts for GS Cashier
- Keeps Gift Shop tidy and items properly placed
- Retail sales experience helpful
- Attention to detail
- Ability to be working and on your feet for several hours.
- Cheerful, outgoing personality
- Assist with check-in and check-out of artists' wares and placement in GS at opening and closing of show.



Volunteer Sign-up Form – Pavilions Show, March 18-21

To be completed, signed, and turned into AAA Rep

All participating artists are encouraged to be in attendance as much as possible during the show.

Artist Name: _____

Phone No. _____ Cell Phone No. _____

E-Mail Address: _____ League _____

Job Preference: Please check the job you prefer to do. If there are various dates/times available, please also indicate your preferred date and time. If you will be available to work the entire show, please indicate this at the bottom of the form in the space provided.

- Cashier Assistant**
- Greeter**
- Host/Hostess**

Day and Time Preferred: (Please mark BOTH the day and the time preferred)

Private Preview (Thursday Night) (Cashier/Greeter ONLY. No Host/Hostesses needed)

Friday **10-12:30** **12:30-3** **3:00-5:30** **5:30-8**

Saturday **10-12:30** **12:30-3** **3:00-5:30** **5:30-8**

Sunday **10-12:30** **12:30-3:30** **3:30-6:00**

GIFT Shop (Please mark both day and time preferred)

Friday **10-12:30** **12:30-3** **3:00-5:30** **5:30-8**

Saturday **10-12:30** **12:30-3** **3:00-5:30** **5:30-8**

Sunday **10-12:30** **12:30-3:30** **3:30-6:00**

Set-up Panels/Lights Wednesday, March 17, 2010, 9:00 am until finished.

Demo Artist Day: _____ Time: _____ Medium: _____

Bar Tender (Contact Mike Brady for shift assignment 480-991-4486, mkyfin@cox.net)

Show Signs Out - 9:00 am (Must sign up for a second task)

Friday **Saturday** **Sunday**

Show Signs In – After show closes each evening. Must also sign up for second task.

Friday **Saturday** **Sunday**

I will be available during the entire show. Put me where you need me!

Check box and sign below:

I have read and understand the duties and responsibilities of the job I will do and agree to do them as described.

Artist's Signature: _____