

## FESTIVAL HOURS & LOCATION

Friday, Dec. 11	12PM-6PM
Saturday, Dec. 12	10AM-6PM
Sunday, Dec. 13	10AM-6PM

Margaret T. Hance Park – 1202 N. 3rd Street, Phoenix, AZ 85004 (North 3rd Street & East Moreland)

## VOLUNTEER INFORMATION

The Phoenix Festival of the Arts could not happen without the dedication and hard work of our volunteers. Volunteers work throughout the Festival in various capacities. These positions are unpaid but will provide priceless experience. It takes hard work to make the Festival a fun and culturally enlightening experience for the thousands who attend, and our volunteers are the public face of the Festival.

All volunteer positions require individuals who can complete the requested number of hours in a given shift. Volunteers will be placed in assignments best suited to their interest and capabilities. Bottled water, fresh whole fruit and packaged snacks will be available for volunteers. Volunteers are required to review and sign a waiver of liability.

For more information, visit our [website](#) or email our awesome Volunteer Coordinator, Laura Wilde, at [volunteer@phoenixfestivalofthearts.org](mailto:volunteer@phoenixfestivalofthearts.org).

### Volunteer Assignments Include:

- ◆ Festival Set Up & Tear Down
- ◆ Volunteer Check-in Desk
- ◆ Greeters and Directional Support
- ◆ Exhibit Area Directors
- ◆ Vendor Support (Relief)
- ◆ Family Zone Helpers

## About You

**Your first and last name: \*** \_\_\_\_\_

*This is the name that will appear on your volunteer name badge. \*Required question*

**E.mail address: \*** \_\_\_\_\_

*Please provide your e.mail address so we can send you details about your volunteer shift. \*Required question*

**Phone number:** \_\_\_\_\_

*Please provide your phone number for day-of contact*

**Company name (if applicable)** \_\_\_\_\_

*Enter your company name if you're volunteering as part of a corporate volunteer program.*

**What size T-shirt do you wear?**

*Shirts available for first 150 volunteers*

Small     Medium     Large     X-Large     XX-Large

**Are you age 16 or older? \***     Yes     No

*Volunteers under age 16 must be accompanied by an adult, 18 years or older. \*Required question*

**VOLUNTEER ASSIGNMENTS**

**Please select the dates, assignment and shift you are available to work.**

*If you are interested and able to work more than one shift or day, please mark all that apply. Actual shift start and end times may vary by assignment. \*Required question*

**Wednesday, Dec. 9**

Set Up  11AM – 5PM

**Thursday, Dec. 10**

Volunteer Check-in/Set-Up  7:30AM – 2PM

Set Up  8AM – 2 PM

Exhibit Area Directors  12PM – 4 PM

**Friday, Dec. 11**

Exhibit Area Directors  7AM – 11AM

Volunteer Check-in  11AM – 3PM

Greeters & Directional Support  11:30AM – 3PM  2:30PM – 6PM

Art Vendor Relief  1PM – 6PM  
(provide breaks for booth vendors)

Family Zone Activities  11:30AM – 3PM  2:30PM – 6PM

I don't care what I do, I'm available:  11AM – 3PM  2:30PM – 6PM

**Saturday, Dec. 12**

Volunteer Check-in  9AM – 2PM  1PM – 6PM

Greeters & Directional Support  9:30AM – 2PM  1PM – 6PM

Art Vendor Relief  11AM – 3PM  3PM – 6PM  
(provide breaks for booth vendors)

Family Zone Activities  9:30AM – 2PM  1PM – 6PM

I don't care what I do, I'm available:  11AM – 3PM  2:30PM – 6PM

**Sunday, Dec. 13**

Volunteer Check-in	<input type="checkbox"/>	9AM – 2PM	<input type="checkbox"/>	1:30PM – 6:30PM
Greeters & Directional Support	<input type="checkbox"/>	9:30AM – 2PM	<input type="checkbox"/>	1PM – 6PM
Art Vendor Relief (provide breaks for booth vendors)	<input type="checkbox"/>	12PM – 3:30PM	<input type="checkbox"/>	3PM – 6:30PM
Family Zone Activities	<input type="checkbox"/>	9:30AM – 2PM	<input type="checkbox"/>	1PM – 6PM
Tear Down	<input type="checkbox"/>	5PM – 8PM		
Exhibit Area Directors	<input type="checkbox"/>	5PM – 7PM		
I don't care what I do, I'm available:	<input type="checkbox"/>	11AM – 3PM	<input type="checkbox"/>	2:30PM – 6PM

**COMMENTS:** \_\_\_\_\_

*Thank you for your interest in volunteering at the 4th Annual Phoenix Festival of the Arts.*

*Please e.mail your application to:*

[volunteer@phoenixfestivalofthearts.org](mailto:volunteer@phoenixfestivalofthearts.org)

*Additional information about your volunteer assignment(s) will be communicated via e.mail.*

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## Description of Assignments

### Set Up and Tear Down

Preferred skills: ability to follow pre-determined directions, read set up event layout diagrams; ability to set up signs and place signage in a neat and aesthetic fashion, ability to lift 15-25 pounds, ability to stand and balance on a 6' ladder if needed, manual dexterity, ability to pack away tents for storage at the end of the event (Sunday).

#### Canopy Tents

Description: set up (Wednesday) 10'x10' pop-up style canopy tents and arrange them in the exhibitor's area. Tear down (Sunday) and move canopy tents to designated area. Duties may also include anchoring sand bags to tents.

#### Tables/Chairs

Description: set up and place tables/chairs in the art vendor and art organization canopies, beer and wine, and dining areas (Wednesday) and then tear down & restack for storage and/or pick up (Sunday).

#### Booth and Event Signage

Description: set up and place tent and event signage, booth numbers and directional signs in pre-determined areas; remove signage at the close of the Festival for disposal or storage. Duties may also include placement and set up & tear down of cardboard trash bins.

### Volunteer Check-In Desk

Preferred skills: punctual, organizational skills, friendly; strong communication skills, ability to work in a fast-past and demanding environment; respond quickly to requests from Event Managers and Vendor Support Leads; ability to read and understand event diagrams; communicate directions and assignments to volunteers; ability to lift 15-20 lbs.

Description: check in & check out volunteers, obtain signatures on event waivers and photo release; distribute volunteer badges and discuss assignments and direct volunteers to work areas. Set up and restock Volunteer Check-In Desk area and Art Vendor Lounge with beverages and supplies.

### Exhibit Area Directors

Preferred skills: punctual, organizational skills, friendly; strong communication skills, ability to read and understand event diagrams; communicate directions and assignments to vendors.

Description: provide direction to art vendors, sponsors and exhibitors during load-in (Thursday, Dec. 10 & Friday, Dec. 11) and load out (Sunday, Dec. 13). Direct vendors to specific spots for their tent set up. Directional Support volunteers will wear orange vests.

### Greeters and Directional Support

Preferred skills: punctual and friendly; alert, experience with crowd control, enjoys working with people; ability to understand and follow instructions and maintain professional language at all times.

#### Greeters

Description: welcome and direct guests to various Festival activities; distribute flyers, programs. Be alert to any behavior that may cause a disruption to the enjoyment of the event and notify appropriate event managers of any potential issues.

#### Directional Support

Description: manage access to food vendor gates, stage gate and other areas that have been roped off for access. Look for and report any unsafe or security matters to the festival management. Directional Support volunteers will wear orange vests.

## Vendor Support (Relief)

Description: provide short breaks (5-10 minutes) for art vendors and art organizations that need to leave their booths from time to time; deliver bottled water to vendors

Preferred skills: punctual, assertive and friendly; ability to understand and follow vendor instructions for watching booth in their absence.

## Family Zone Helpers

Preferred skills: punctual and friendly; enjoys working with kids; ability to understand and follow instructions and maintain professional language at all times.

Description: assist with a multitude of arts and crafts activities that may include: Community Mural Painting for Kids, Youth Art Show, and Phoenix Center for the Arts: Make & Take Table.