

Art at the Source 2026 Work Team Descriptions

Work Teams Team assignments require at least 10 hours per artist (more for the chairs). On your application, indicate your preferences for team placements. This does not guarantee you a placement. If you are unable to perform the job assigned to you, please notify the Program Manager, Penelope Lenaerts, plenaerts@sebarts.org as soon as possible. If you have not completed 10 hours by the end of the program, the SebARTS staff will work with you on a solution. Our Steering Committee is composed of artists who chair the Work Teams below.

Administration: A variety of desk jobs but no heavy lifting. Some roles require good verbal and written communication skills. Others require computer skills and familiarity with Excel, Word and email. Proofreading and other seated low-impact tasks.

Gallery Docent: Assist at the front desk of SebArts Gallery for AATS Preview Exhibition. Shifts are either 2 x 3 hours or 1 x 8 hours for special events each. Docents answer questions from visitors using a provided gallery brief.

- Possible Special Events assistance in gallery
- Assist visitors with catalogs and understanding the program.
- Promote Open Studios to guests, new artists, as well as other SebArts Events
- Ideal for folks with mobility concerns and outgoing folks

Catalog Distribution: Distribute catalogs to predetermined locations throughout the Bay Area.

- All work is performed in May and June.
- Deliver catalogs to establishments on pre-determined routes and keep them stocked
- Requires a vehicle, ability to lift 20-lbs, and quick response once catalogs are ready for distribution.
- Great for folks who regularly travel to Berkeley, SF, Marin, or Napa

Farmer's Market: Set up a table at farmer's markets or the Apple Blossom Fair, display artwork NFS and potentially do a demonstration, and pass out catalogs. Talk to market visitors and explain the program and catalog map, and promote AATS.

- Requires transportation of themselves, a table, a sign, and a box of catalogs to the market
- Work accomplished in late April and in May.
- Fun for outgoing personalities, meeting new people, and sometimes enjoying live music!

Mentoring: Experienced open studio veterans to work with 2-3 new or emerging artists each.

- Answer questions and help maximize a positive experience with the program.
- This will include an in-depth studio visit in Feb or March to make sure that both their body of work and their studio presentation are as professional as possible.

- On-going contact in the months before the event is necessary to keep communication open and address questions as they come up.
- Includes a meeting with the Mentoring Chair and other mentors at the outset to share our best ideas about how to support new artists.

Social Media/ Marketing: Assist SebARTS maximize the coverage of AATS via online and other media and on monitoring PR timeline

- drafting press releases and calendar notices
- identifying feature interview and topic ideas. Knowledge of Word, Excel, Photoshop, strong communication skills, and PR
- writing a plus. Work accomplished January-May.

Hospitality: Hosting preview show reception and potluck, clean-up, and general support of the SebARTS Preview Exhibit reception on May 9, from 2-4pm, Kick-Off and Warp-up meeting TBA.

Art Intake Day/ Pick-up Day: Workers are responsible for art intake day, May 5th from 11 - 6 pm and Pick up Day on June 15th, 11-6 pm

- Includes checking off lists, day-of problem solving, and greeting artists.
- Will work alongside Open Studios Manager

Gallery Prep: Patch and paint the gallery and prepare for the preview exhibition during intake day listed above.

Preview Exhibit Installation: Workers are responsible for installing the AATS Preview Exhibit. Exhibit installation and labeling before the SebARTS Preview Exhibition on May 9, from 2-4pm.

Signs: Split into 3 teams.

- Team 1 workers install large highway signs.
- Team 1 installs the highway signs the first Saturday in May, and takes them down the day after AATS closes. Team 1 (highway signs) and Team 2 (maintenance team) are outside and require a vehicle, tools, and physical labor.
- Team 3 manages artist signs and hands out studio signs to artists on Intake Day, May 6th 11-6 pm.
- Work is performed in May/June with one meeting in mid-April, and some tasks are performed on specific dates.