

ARTIST TRUST ANNUAL BENEFIT ART AUCTION 2015

CALL FOR VOLUNTEERS

GENERAL INFO—PLEASE READ FIRST!

Volunteers are an integral part of Artist Trust's annual Benefit Art Auction – and we would love to have you join our team! Help us raise funds to directly support Artist Trust's grant programs and professional resources. This is the perfect opportunity to help create one of the most exciting art happenings in Seattle, working with local artists and arts patrons and using your project management skills, people skills, and interest in event production.

- The Auction will take place on Saturday March 7th 2015 at the Fisher Pavilion.
- **Working for five or more hours earns you an annual membership to Artist Trust!**
- Refreshments and basic snacks provided for all shifts, but feel free to bring something extra to keep your body moving!
- Volunteering for an evening shift on March 7th gets you into the middle of the event excitement.
- For those working the event, we ask all volunteers to wear something considered **Dressy Casual**. One of the aesthetics for a event is lines, so if you have anything with lines or stripes wear that! If not then solid colors would be appropriate.
- We ask that you **wear comfortable shoes** for moving quickly on the cement floor. Super important! We don't want you limping by the end of the evening.
- Auction night volunteers will eat a simple dinner in the back room. Event volunteers will **not** be seated at guest tables, and will **not** be served alcohol. Please note that you will be assigned to a specific team with a team captain, but we all need to be flexible and ready for special assignments throughout the night.

Below are a list of the volunteer positions and the time commitments needed. Please review the opportunities to find one that's right for you!

I encourage you to **READ FULL VOLUNTEER POSITION DESCRIPTIONS** before signing up. There will be a place on the signup form to let us know your first and second choice of the open volunteer positions.

*Please note that some positions may be full already or we may need you and your amazing skills for another position.

If you would like to volunteer for the Artist Trust Auction 2015, please click on the link below and provide/update the information requested in:

https://docs.google.com/forms/d/1CaNSYdhU8Y795o4EtCjS_L3VvVhTYgm701cjZShAOM/viewform

If you have additional questions about these opportunities or the event, please contact us at: Nathan@artisttrust.org. Thank you, and we look forward to working with you!

EARLY ORGANIZATION POSITIONS

Auction Invitation Mailing Parties

Come join us at the Artist Trust offices for a good, old-fashioned, envelope-stuffing party as we send out auction invitations.

For the shifts on **January 19th & 20th** please let us know what time you plan to arrive and how many hours you're able to help out. ASK Nathan the DATES & TIMES & who's in

charge.

Time Commitment

Monday **January 19th** or Tuesday **January 20th**

10am-4pm

PRE/POST EVENT POSITIONS

Locations: Fisher Pavilion/ Artist Trust Office

Name Tag and Bidder Packet Assembly

With the event only days away and a crew working hard on-site, we'll need some reliable folks to make sure that everything is ready to go back at the office. For these tasks, it's helpful if you're able to commit to working the entire duration of the 5-hour shift.

Time Commitment

Thursday, March 5

Friday, March 6

10 am to 4 pm

Artist Trust offices

Auction Art Wall Builders

Work off the winter blahs with energizing physical labor! Here's an opportunity to really make something happen – without walls, we cannot display our auction artwork. Must be comfortable with tools (no more complicated than electric screwdrivers), lifting, and painting. Let us know if you can **bring a power drill with a Phillips-head screw bit and/or stepladder, and be sure to wear your painting clothes!**

Time Commitment

Thursday, March 5

9am-2pm or 12noon-5:00pm

Fisher Pavilion

Auction Artwork Unpacking & Layout

Experience handling visual art is an absolute must! Get an exciting first-hand peek at the auction art by unpacking it from transport boxes and preparing the artwork for installation! Light lifting, active work, and ability to handle art carefully is a must.

Time Commitment

Thursday March 5

5pm-8pm

Fisher Pavilion

Art Installers

Experience installing art in a gallery or other professional setting is required. Please

bring your toolbox and stepladder.

Friday, March 6

9 am to 3 pm

Fisher Pavilion

Art Installation Assistant

Come lend a hand as the white-glove experts install the art for the show! Must be comfortable with power tools and lifting, as well as experienced in handling visual art. Let us know if you can bring tools, a power drill, and/or stepladder, and be sure to wear comfortable clothes!

Time Commitment

Friday, March 6

9am-3pm

Fisher Pavilion

Auction Clean-Up & Load Out

There's a special place in "volunteer heaven" for our clean-up crew! Help us put it all away the day after the auction (loading and returning walls to storage). We will provide coffee and treats! Dress casually and be ready to get down and dirty with load out!

Handiness with power tools and willingness to lift awkward objects is a plus. Let us know if you can bring a power drill with a Phillips-head screw bit and/or stepladder, and be sure to wear your moving clothes! If you have a car with some cargo room, load up and help us drive things back to the office.

Time Commitment

Sunday, March 8

10am-3pm

Fisher Pavilion

Post-Auction Office Crew

We'd love your help after the auction! Be a part of the post-auction crew at the Artist Trust offices by helping us with light clean-up tasks and thank-you mailing preparation.

Time Commitment

Monday, March 9

10am-1pm

Artist Trust offices

DAY-OF-EVENT POSITIONS

Location: Fisher Pavilion

Auction Last Minute Prep Crew

Dress comfortably— be crafty! You'll be running around helping assemble centerpieces, hang decorations, and generally making sure everything is perfect for our guests before they arrive!

Time Commitment

Saturday, March 7th

12pm-5pm

Registration Greeters

These positions require a friendly personality. Must be confident with customer service, helpful, friendly, and comfortable with interacting with all attendees.

Dress warm as you may be near a drafty door!

Time Commitment

Saturday, March 7

4:00pm-9pm

Coat Check

This shift is long but you will have a nice break in the middle when guests are not arriving or departing. Coat Check will welcome our guests and guard their precious belongings so that they can be worry free and focus on buying art!

Comfortable shoes required – you will be on your feet – and **dress warm** as you will be near a drafty door!

Time Commitment

Saturday, March 7

4:00pm-11:00pm

All-purpose Event Assistants

All-purpose Assistants will be our flexible, on-the-ground troops. You'll help the event run smoothly by filling in other positions as needed, acting as gofers, and supporting the team captains and event organizer.

Comfortable shoes required – you will be on your feet.

Time Commitment

Saturday, February 22nd

5:00pm-12:00am

Auction Bartenders Assistant

Bartenders assistants are responsible for assisting the catering staff in pouring beverages and making sure drinks get out to guests in a timely manner.. Food or bar service is not required, but must have good customer service skills!

Comfortable shoes required – you will be on your feet -- and dress in warm layers since your area may be drafty.

Time Commitment

Saturday, March 7

4:00pm to 10:00pm

Volunteers' Buffet Monitor

One good person needed back stage to keep the volunteers' food buffet well-stocked and the volunteer hospitality area tidy! Your fellow volunteers will love you for this!

Time Commitment

Saturday, March 7
5pm-11pm

Auction Greeters

Early shift greeters are responsible for welcoming guests upon their arrival, directing traffic flow and answering any questions as guests wait to register. Greeters should know the event forward and backwards such as; the check-in and check-out procedure, where the restrooms are, the coat check, the schedule of events.

- Dress warm because you will be outside or near a drafty door! Layers recommended.
- Comfortable shoes required – you will be on your feet!

Time Commitment

Saturday, March 7th
4pm-9pm

End-of-Evening Guest Services

Greet our guests as the evening comes to a close, assisting with the flow of the check-out process, assisting with packages and transportation. Offer the ‘white glove’ treatment to our generous donors so their last impression of the evening is picture-perfect. Assist with basic break-down tasks at the end of the event.

- Dress warm because you will be outside or near a drafty door (and even outdoors assisting art buyers as they load their vehicles)! Layers recommended.
- Comfortable shoes required – you will be on your feet!

Time Commitment

Saturday, March 7
7pm-12am

Auction Art Wrappers

Experience handling visual art is a must! The art wrappers are responsible for getting the artwork wrapped, packaged and labeled well for pickup once it is auctioned off. This is a great position for those who prefer to be behind the scenes. You will not be very visible as you will be behind the curtains, but it’s fun to see all the artwork up close and which bidder won which pieces!

Dress comfortably and **casually**, as this is active work and you may get a little dirty!

Time Commitment

Saturday, March 7
6:30 to 11:30 pm

Artwork Pick-Up Customer Service

Experience handling visual art and a friendly Customer Service attitude is a must!

In addition to serving as part of the Auction Art Wrappers team, this position requires you to be the liaison between the patrons and their art they have bought. You will be responsible for ensuring the artwork is given to the correct winning bidder. You will be interacting with patrons and coordinating with the behind the scene art wrappers.

Wear comfortable shoes!

Time Commitment

Saturday, March 7

6:30 to 11:30

Live Auction Clerk

Record (with perfect accuracy) the sale price and winner's bid number for each Live Auction piece. Good penmanship and accuracy required. You will create the official bill of sale, providing the only paper trail. Not handling art – sitting, listening, focusing. Arrive at 5 for training, you will begin your serious WORK at 7:30.

Time Commitment

Saturday, March 7

5pm-10pm

Silent Auction Art Runners

Experience handling visual art is a must! Silent Runners are responsible for closing the silent auction down by circling the highest bid on the silent auction sheets once the auctioneer announces the end of the silent auction section, taking sheets to be filed and then removing the work from the walls and taking it to the packing room. Comfortable shoes required – you will be on your feet and will need to move quickly.

Time Commitment

Saturday, March 7

5pm-11pm

Jewelry Docent

The jewelry docents are responsible for selling jewelry, answering questions and helping patrons try on necklaces, etc. Keep your eyes on the prize at all times to ensure that the jewelry does not get stolen! Comfortable shoes required – you will be on your feet.

Time Commitment

Saturday, March 7

4pm-9pm

Live Auction Art Handlers / Models

Experience handling visual art is a must! Live Auction Art Handlers/ Models are responsible for taking the Live Auction art off the wall, in order, and taking it up to stage to the auctioneer. **These volunteers must wear all black**, handle art with care, and be comfortable on stage. Once the work has been sold onstage, the handler then carries the art to the packing room.

Comfortable shoes required – you will be on your feet and will need to move quickly.

Arrive at 5 for training, you will begin your serious WORK at 7:30.

Time Commitment

Saturday, March 7

5pm-11pm

Live Auction Spotters & Golden Ticket Sellers

GOLD COSTUME REQUIRED

GOLDEN TICKET SELLERS: The Golden Ticket is a raffle ticket that gets drawn before the Live Auction begins. The winner of the Golden Ticket wins an artwork of their choice from the live auction. The Golden Ticket is sold in groups of four for \$100. Once the buyer has purchased their ticket, you give them a blinky ring to wear which signifies they are a buyer as well as their tickets. You must record their names and number of tickets on the clipboard. Then, during the Live Auction, the Golden Ticket Sellers will deliver a gift to the winner of each Live Auction item and help with traffic flow at the end of the evening during check-out. Wear GOLD!

SPOTTERS: Spotters are the eyes of the auctioneer. Spotters keep an eye on bidders and point to them in the audience during the live auction. Must be willing to draw attention to yourself, interact with guests, and help with traffic flow at the end of the evening during check-out.

Comfortable shoes required – you will be on your feet and will need to move quickly.

Time Commitment

Saturday, March 7

4:00pm-11pm

Live Auction Gift Team: During the live auction the highest and second highest bidders are identified and receive gifts. This team moves quickly through the crowd to award the gift. Must be attentive, interact with guests and be excited!

Comfortable shoes required- you will be moving quickly.

Time Commitment

Saturday, March 7

5pm-11pm

Artist Liaison:

Assisting performing artists before and after, setting up and taking down the installation pieces. Must be able to lift heavy objects and move fast within a crowd.

Time Commitment

Saturday, March 7

4pm-9pm