Volunteer Opportunity Description: *Art Crawl, August 15 &16, 2015*

**Description/Purpose**
Inviting all art lovers! Come be a part of the 3rd *Art Crawl Through the Gardens* at the MN Landscape Arboretum. The last two years have brought many visitors to the Arboretum for this weekend event! WE NEED YOUR HELP! This event will feature 50+ local artists with their works. They will be set up along part of the Three-mile drive, selling their works and meeting visitors. We need help directing guests along the right path to find the artists, bathrooms, parking, volunteers to main info/first aide stations, and set-up volunteers. We also need help with prep for artists, assisting with chalk artist event and assisting with Children’s Art Fair activities on Dahlberg Terrace, outside new entrance of Gift Store. More information about the event can be found here: [http://www.arboretum.umn.edu/artcrawl.aspx](http://www.arboretum.umn.edu/artcrawl.aspx)

**Volunteer Positions, Responsibilities & Schedule**

**Event Prep Assistants**

**Schedule shift options:**

- Thursday, August 13, 10 a.m. – noon or 12:30-2:30 p.m.
- Friday, August 14, 10 a.m. –noon or 12:30-2:30 p.m.

**Responsibilities**

- Laminate booth sign and attach to planter post or H-stake
- Assemble artist kit including map brochure, booth sign, parking permit and name badge
- Prepare signage for artist demo site
- Copy flyer about chalk artist

**Set-Up Volunteers (6-8 Volunteers needed per day)**

**Schedule (Shift Options):**

- 7am-10am on Saturday August 15th
- 9am-12pm Sunday, August 16th

**Responsibilities**

- Assist with set up of service stations (first-aid/information)
- Place directional signage for the day
- Assist vendors to their location—show them their parking area, nearest bathroom, make sure they are settled, etc.
- Monitor your area to direct guests along the trail and help artists with questions—teams of volunteers will be assigned to certain areas.

**Information/First Aide Station Volunteers (6 Volunteers needed per day)**

**Schedule (Shift Options):**

- 9:30am-4:00pm on Saturday, August 16th OR 9:30 a.m. -12:30 and 12:30-4 p.m. split shifts
- 9:30am-4pm Sunday, August 17th

**Responsibilities**
- Staff the service stations (first-aid/information)
  - Supplies will be there for you: maps, band aids, radio, water jugs, etc.
- Assist guests with questions—location of bathrooms, how to get to the building, etc.

**Greeters/Direction Volunteers (8 Volunteers needed per day)**

**Schedule (Shift Options):**
- 10:00am-4pm on Saturday, August 15th OR 10 a.m. – 1 p.m. and 1-4 p.m. split shifts
- 10:00pm-4pm Sunday, August 16th

**Responsibilities**
- Greeting and directing guests along the Art Crawl Path
- Monitor your assigned area and assist guests with questions

**Chalk Artist Demo Assistant Volunteers**

**Schedule:** Saturday ONLY, August 15, 7 a.m. – 11:30am OR 11:30am - 3:30pm,
Dahlberg Terrace

**Responsibilities (2 volunteers):**
- Set up stanchions around chalk area for artist
- Help distribute flyers about artist to visitors that stop and watch
- Direct visitors to Children’s Art Fair, located on Dahlberg Terrace

**Children (& Adults) Art Fair Assistant Volunteers**

**Schedule:** Saturday, August 15, 9:45 a.m. – 1 p.m. OR 1 p.m.-4 p.m.
Sunday, August 16, 1 – 4 p.m.: Dahlberg Terrace

**Responsibilities (2 volunteers per shift):**
- Set out coloring sheets and crayons or markers on art tables
- Add finished artwork to ‘clothesline art display’ on Terrace
- Tear down tables, assemble color materials and clothesline on Saturday for use on Sunday
- Face painting artists (2 artists per day)
- Assistants to face painters: collect $ fee for face painting

**Desired Skills/Tasks (for all positions)**
- A love of art!
- Fast working, go-getter attitude
- Friendly, outgoing, great customer service skills—guests will most likely ask you directional questions.
- Knowledgeable about the Arboretum and the grounds (especially the 3-mile drive) is a plus!

**All Volunteers should dress for the weather. This is an outdoor event. Comfortable pants/shorts, tennis shoes, and a light colored polo top is a good outfit example.**

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Minnesota Landscape Arboretum Volunteer Department
Benefits

- Strengthen your customer service and communication skills
- Interact with new people
- Help the Arboretum make this event fun and successful for returning Arboretum guests and new faces.
- Become better acquainted with the Arboretum.
- Help us create better awareness of the Arboretum and all it has to offer with the local community.
- Help the Arboretum reach membership, revenue, and visitation goals.

Work Environment:

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How to Apply for this Opportunity

If you are currently a registered Arboretum Volunteer, Please contact the staff supervisor listed below to sign up. **Please mention your full name, contact information, desired position and shift(s) in your email or phone inquiry!**

*If would like to learn how to become an Arboretum Volunteer and participate in these opportunities, please visit our website to get started!*  

Staff Supervisors & Contact Information

Charlene Wickenhauser, Reservations  
612-301-7601 or wicke007@umn.edu