

EVERYTHING YOU NEED TO KNOW
ABOUT BEING A RIDICULOUSLY INCREDIBLE
ART ALL NIGHT VOLUNTEER

We want to make sure you're comfortable, prepped, and ready to make June 18-19 a wonderful time for both you and the tens of thousands of guests who will be attending Art All Night. In general, there are three things to remember:

1. **HAVE A BLAST:** Enjoyment is contagious. We want you to have a good time volunteering at Art All Night, and to pass those good vibes on to the guests who will be attending the event. When in doubt, smile. It goes a long way. Every year we all work this event, seem to blink – and then it's over. Enjoy it while it's here! Keep that positive mental attitude at all times!
2. **WE'VE GOT YOUR BACK:** We're all in this together. Please don't feel pressured to answer any questions that you don't know the answer to. We'll be the ones in the **red t-shirts** and we're here for you.
3. **LOOK+LISTEN:** If you see something that looks out of sorts (like garbage that needs picking up, an unattended kid, or anything else out of the ordinary) pitch in and address the situation. Again, if you don't know the answer to their questions – grab anyone in **red!** We are around the entire event to help.

Here are some short descriptions of tasks you might be tackling as a volunteer:

PREP JOBS: These take place in the days leading up to, and after, Art All night.

- **Art Intake Volunteers** help artists out their online art registration on a laptop, act as runners and/or assist with hanging artwork. Runners are delivered a piece of registered art and take it to the people that hang the art for the show. There will be over three dozen people working each shift. These intake shifts are really where all the magic happens!

EVENT JOBS: These all take place during Art All Night Trenton, June 18-19.

- **Event Set-Up Volunteers** jump in with both feet and assist in getting everything ready to go, from setting up trash cans in juuuust the right spots, to helping the food trucks park in their respected areas, to putting up stages to everything in between. The team pulls together to do what it takes to get it done. You may be assigned a specific area, a special task or an individual captain.
- **Indoor Monitors** keep an eye on things and perform a little light housekeeping. This team of people works as a group to keep the inside of the building clean and presentable, empty full trash cans, watch for spills, and keep the bathrooms clean. You'll also monitor the artwork making sure everything is properly displayed and not touched by visitors. Inside there is a stage, arts market, sponsorship tables, and interactive events – please constantly be doing figure 8's watching over everything. VHQ monitors will keep up on the rooms cleanliness and organization at all times.
- **Outdoor Monitors** work outside the building. This team of people works as a group to keep the outside of the building clean and presentable, empty full trash cans, watch for spills, and keep the bathrooms clean. Some outdoor monitors will be scheduled specific stage/food court areas or interactive art areas.
- **Musician/Stage Monitors** are assigned a stage and greet the bands, get them water, help them with equipment, etc. You'll be making sure spectators respect the artist's space, with the help of security of course. You may also be assigned to help a specific AAN captain. You'll also be in charge of monitoring the band-load in area, making sure the musicians understand where to load in (and maybe more importantly, where not to load in). There will be Outdoor and Indoor Monitors to assist you when needed, as well as security at all times.
- **Captain Runners** are assigned to assist a specific captain during the festival. This can include **Joe** – who is the Event Director of Art All Night - **Taylor** – who is running our Food Courts and Artist Market – **Jim** who organizing all the bands and other musical performances – and **Cameron** who is overseeing all the interactive art and pop-up artistic spaces. You'll help one of these folks in their respected area of need, help assist the coordination of volunteers in a specific area and/or help be the liaison between captains.
- **Iron Pour Monitors** assist with managing the VIP section of the Iron Pour as well as the overall interactive event as a whole. People who donated \$175 or more get a "VIP" pass that allows them close access to the action! This monitor will also be making sure the audience is safe at all times, standing behind the set barriers.

- **Silent Disco Monitors** help the DJs change out every hour, keep an eye on the headphones and equipment, and keep the dance floor tidy. Guests swap their IDs in order to get headphones, and there will be a cool velvet rope to complete the whole “club” feel.
- **Door Entry Monitors** use a counter and hand stamps to measure attendance at Art All Night. This is where we receive the largest portion of donations for the event, so keep an eye on those donation jugs! An Art All Night staff person will be removing money on an hourly basis so nothing overflows. We have two exit and entrance doors that must be monitored and a re-entry-only door.
- **Refreshment Monitors** are all about the beverages. They sell beer, pour beer – you get the picture! This is a fun way to talk to a lot of happy people, because well...there’s beer. For the first time ever this year, we are selling water bottles!
- **Retail Monitors** complete Art All Night retail transactions as well as selling all the art pieces! It's all on an iPad using a touch screen with a very simple lay out. This team will help keep all the retail supplies organized as well as monitoring the steady flow of traffic. There will be more people than usual scheduled here, as this is also the place where Iron Pour Kickstarter Supporters will be picking up their rewards (medallions, shirts, and VIP passes!). We’ll also be having retail runners each shift, which will be assisting customers in ensuring the artwork they chose and are paying for gets properly processed and marked as sold.
- **Film Festival Assistants** help manage and control all aspects of the 24 hour long film festival. You’ll be working up close with the Film Festival Captains (that have been planning this endeavor for the last several months). Please maintain the overall cleanliness in the room, as well as keep chairs and equipment organized and so on. Also remember to promote and excite people walking passed the Film Festival – hand out flyers and let people know where the Film Festival is located (the location of this has changed, so we want to ensure we are driving traffic!)
- **Kids Zone Monitors** keep the kids’ area tidy and help children make very simple craft projects that they will take home. Kids love Art All Night, and this is a really great way to have a blast interacting with some young artists. The kids zone will run from 3pm-7pm on Saturday the 18th and 11am-3pm on Sunday the 19st.
- **Surveyors** primary goal is to walk around the event grounds and use their smile and charm to ask guests to fill out a short online survey on an iPad. The survey statistics help keep this event free by aiding in acquiring grant funding. You will be giving out a certain number of free AAN pins and telling guests about their chances to win a raffle prize after they complete the survey. Everyone loves free stuff, so you may be a popular person at the event!
- **Event Break Down Volunteers** assist all the event captains (who might look like zombies at this point!) by breaking down the stages, emptying those last trash cans and getting it all put away...until next year.

Please shoot to arrive for your shifts 15 minutes before your start time, to receive any further information that may have been added or changed. You’ll get your **BLACK** volunteer shirt at the start of your shift.

Remember: PARK at 640 South Broad Street, Trenton and ART ALL NIGHT is at 675 South Clinton Ave, Trenton.