

ART ALL NIGHT VOLUNTEER

We want to make sure you're comfortable, prepped, and ready to make June 17 - 18 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 **BLUE shirts** (your captains!) and **PURPLE shirts** (your shift leaders!) and we're here for you. Teamwork makes the dream work!
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 **BLUE** or **PURPLE!** We are around the entire event to help.

Here are some short descriptions of tasks you might be tackling as a volunteer! *Please note that unless we are told your preference in advance, all volunteers will be given their job descriptions when they show up!*

PREP/INTAKE/BREAKDOWN 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 Set-Up Volunteers** jump in with both feet and assist in getting everything ready to go, from setting up trash cans in juuuuust 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.
- **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.

EVENT JOBS: These all take place during Art All Night Trenton, June 17-18.

- **The Indoor/Outdoor Cleaning CREW** keep an eye on things and perform mainly housekeeping tasks. Some of you will be primarily indoors while others are primary outdoors! This team of people works as a group to keep the event clean and organized – you'll be emptying trash cans, keeping the bathrooms in order, making sure the artwork remains untouched and the areas around the Interactive Events are orderly and approachable! Please constantly be doing figure 8's watching over everything. Our CREW members need to be quick on their feet and have a sense of urgency – this festival couldn't survive without them! And don't panic – when things get really busy, we will always have extra volunteers to give you – we're in this together!
- **Stage Assistant-Managers** are assigned a specific stage – you'll be making sure the bands park in designated areas, ensuring they can unload their equipment safely, keep all of their things organized and in designated areas behind the stage. 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). You'll be fully equipped with a Stage Manager and 2 fellow Stage Assistant-Managers for every stage!
- **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 click-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. You may stay seated in this position and will have plenty of other volunteers with you (usually about 4-6 volunteers per door)!
- **Refreshment/Hydration Station Attendees** 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! They will be sold in a separate line, so people don't have to wait in the very long beer line for a bottle of water!
- **Retail Associates** 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. 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 over the last 2 years, so we want to ensure we are driving traffic!)

FRIENDLY REMINDERS!

- ✓ *Please shoot to arrive for your shifts 20 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 - not the night or day before! Extra time really is needed so you can get changed and get settled!*
- ✓ ***Remember – PARK AT 80 HAMILTON AVE, TRENTON NJ 08611 (Across from the Sun Center) - Intersection of Hamilton Avenue and RT 29. The actual event is at 675 S. Clinton Ave, Trenton!***
- ✓ *LESS IS MORE - While there is a safe haven for yourself and your things during your shift, Volunteer Headquarters seems to SHRINK in useable size every year as AAN evolves. Please bring only what you need with you! And try to keep what you are bringing - confined - to one bag! PLEASE CHECK THE WEATHER BEFORE YOUR SHIFT AND DRESS ACCORDINGLY - it could rain during the day (or be blistering hot!) and then be chilly at night.*
- ✓ *Get to know your shift leaders upon arrival! They'll be in **PURPLE shirts!** You'll have 2,3 sometimes 4 shift leaders per shift! These guys are your helpers, assistants, leaders, guide - whatever you need help with and any questions you have about your job duties and responsibilities can be directly addressed with them!*
- ✓ *We can **ALWAYS TOTALLY DEFINITELY use help on Sunday (June 18th) 3pm to 7pm.** This is the breakdown shift where we condense the entire festival to a few truckloads of supplies! Considering we are exhausted and have been awake two days at this point - we would really appreciate any extra help we could get! Let us know if you would like to come back for this shift!*

Questions? Email us! volunteering@artworkstrenton.org

See you at ART ALL NIGHT TRENTON 2017!