

2009  
**M&T BANK CLOTHESLINE FESTIVAL**  
at the Memorial Art Gallery



## **Volunteer Job Descriptions**

### **Admission Gate Volunteer and Corporate Gate Volunteer**

**Duties:** Welcoming festival attendees, collecting admission fees and providing basic directions. Some volunteers will ride the shuttle buses and collect entry fees as well.

**Preparation:** Start your shift by attending a brief, informative orientation session where you will meet your Gate Captain. The morning session meets in the Pavilion and the afternoon session meets by the loading dock. Sunscreen, a hat and weatherproof clothing are suggested.

**Location:** You will be at one of the 3 main admission gates, on University Avenue, Goodman Street or Prince Street. Your volunteer shift is 4 to 4 ½ hours, and includes a ½ hour break with refreshments provided.

**MAG Staff Contact:** Nancy Holowka, (585) 276-8903.

**Corporate Volunteer MAG Staff Contact:** Sue Cook, (585) 276-8936.

### **Gallery Council Volunteer**

**Duties:** Assist Tent Captains run various food and drink stations/tents.

**Preparation:** Gallery Council members will assist you with what you need to know. Sunscreen, a hat and weatherproof clothing are suggested.

**Location:** Outside; bakery tent, beverage cart, ice cream cart, wine/beer tent.

**MAG Staff Contact:** Lynda Serafine, (585) 276-8910.

### **Gallery Store Volunteer**

**Duties:** Assist Gallery Store with sales, customer service, etc.

**Preparation:** The Gallery Store Staff will assist you with what you need to know.

**Location:** In the Gallery Store and outside at the store table.

**MAG Staff Contact:** Danielle Varenka, (585) 276-9013.

### **Information Booth Volunteer**

**Duties:** Assist Clothesline visitors in finding artist booths, food areas, bathrooms, ATM's etc.

**Preparation:** Go over the map of grounds and Information Booth Book to be able to answer these questions and give directions.

**Location:** There is a Prince Street and a Goodman Street Information Booth. There will be two volunteers in each tent. Chairs are provided.

**MAG Staff Contact:** Mary Ann Monley, (585) 276-8974.

### **Library Book Sale Booth**

**Duties:** Assist Library Staff in sorting and selling used art books and magazines.

**Preparation:** The Library Staff will assist you with what you need to know.

**Location:** The Library Book Booth is located to the right of the Gallery's main entrance. It is a covered area and there are chairs for seating.

**MAG Staff Contact:** Mary Ann Monley, (585) 276-8974.

## Merchandise Sales

**Duties:** Assist Membership Department sell Clothesline Merchandise.

**Preparation:** Membership will assist you with what you need to know.

**Location:** Membership Tent, outside on festival grounds.

**MAG Staff Contact:** Lourdes Douglas, (585) 276-8937.

## Package Check Volunteer

**Duties:** Provide the service of securing food, umbrellas and packages while visitors go into the gallery.

- ✎ Take possession of item/s.
- ✎ Give visitor a claim check.
- ✎ Store their item/s.
- ✎ Return item/s to visitor when they return.

**Preparation:** N/A

**Location:** The Pavilion and Group Tour Entrance, with two volunteers per shift per location.

**MAG Staff Contact:** Donna Deford, (585) 276-8945, [ddeford@mag.rochester.edu](mailto:ddeford@mag.rochester.edu).

## Paint Pen Volunteer

**Duties:** Assist with young children (4 to 10 years) with art activities in the Creative Workshop.

**Preparation:** There will be adult and teen volunteers working with Creative Workshop Staff in this area. Interest in art activities and children is helpful.

**Location:** The Paint Pen is located within the Creative Workshop.

**MAG Staff Contact:** Mary Ann Monley, (585) 276-8974.