

2011
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.

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.