

Role	Brief Description	Shift
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**PRE EVENT**

<b>Administration</b>	Volunteer Coordinator: source and communicate with volunteers	ongoing until event day
	Art in the Shop Preview: liason with artists and retailers, match up artists and coordinate efforts for successful instalations	ongoing - heavy week of May 14
	Event online posts	ongoing
	Pack event bins	
	Compiling Artist packages for event day (printing, photocopying, lamination, name tags...)	Week of May 20th or 27th (flexible)
<b>Distribution &amp; Promotion</b>	Marketing material distribution to local merchants in the Queen St. E. area (walking)	ongoing until event day
	Marketing material distribution throughout key targeted area and institutions, including: galleries, museums, Cabbage Town, art & framing stores, Open Doors locations, real estate agents, Danforth (Broadview – Jones), King and Queen btw Bay & Spadina, hotels, designers...	Timing is flexible, ongoing work that can be done on your own schedule. Need heavy support week of May 20 onward upto May 31
	“Postering” along key streets and intersections. Staple gun collateral to posters and boards where available downtown Toronto	
	Guide distribution: Hotel, postering, retail locations as above	May 27 - May 31
<b>Park Layout</b>	Map the park for event day	11am - 3pm, Friday, May 31
<b>Load-in Attendant &amp; Traffic Marshalling</b>	Assist by directing traffic and watching tents and grids for artists while they load-in to curb side, park, and move material from curb to location in park.	5:00pm –8:00pm, May 31

**EVENT DAYS – June 1 & 2**

<b>Role</b>	<b>Brief Description</b>	<b>Shift</b>
<b>Set-up</b>	Assist with general park set up including: Artists' Network Booth (signage, garbage and recycling bins...)	Shift A: 8am – 11am, June 1
		Shift E: 8am-11am, June 2
<b>Load-in Attendant &amp; Traffic Marshalling</b>	Assist by directing traffic and watching art and materials for artists while they load-in to curb side, park, and move material from curb to location in park.	Shift A: 8am – 11am, June 1
		Shift E: 8am – 11am, June 2
<b>Load-out Attendant</b>	Assists by watching over materials while artists load material to curb and get vehicle to pack-up	Shift D: 6pm – 8pm, June 1
		Shift H: 6pm – 8pm, June 2
<b>Artists' Network Booth Attendant</b>	Past experience with the Artists' Network preferred. Create a welcome and social environment. Provide support at the Artists' Network booth, answer questions about Artists' Network services, provide direction and information about Riverdale ArtWalk activity, hand out event guides, park maps, welcome artists (Sat) and hand out artist packages, keep booth area including refreshment area tidy	Shift B: 11am – 2 pm, June 1
		Shift C: 2pm – 5pm, June 1
		Shift F: 11am – 2pm, June 2
		Shift G: 2pm – 5pm, June 2
<b>Event Greeter</b>	Welcoming guests into the park. Provide direction and information about Riverdale ArtWalk activity, hand out event guides. Roving/standing near entrance points in park.	Shift B: 11am – 2 pm, June 1
		Shift C: 2pm – 5pm, June 1
		Shift F: 11am – 2pm, June 2
		Shift G: 2pm – 5pm, June 2
<b>Volunteer Services Lead</b>	Past experience with the Riverdale ArtWalk required. Check in volunteers at the Artists' Network Booth, distribute name tags, distributes volunteer food vouchers, review duties and direct volunteers for artist relief, acts as floater to assist in any of the other positions.	Shift A: 7:45am-11am, June 1
		Shift B: 11am – 2 pm, June 1
		Shift C: 2 – 5pm, June 1
		Shift E: 7:45am-11am, June 2
		Shift F: 11am – 2pm, June 2
		Shift G: 2 – 6pm, June 2

<b>Artist Relief</b>	Provide exhibiting artists a 15 min. break. Tasks include greeting visitors in artist tents, handing out artist cards, providing information as provided by the artist.	Shift A: 11:00am – 2:00 pm, June 1
		Shift B: 2:00pm – 5:00pm, June 1
		Shift E: 11:00am – 2:00pm, June 2
		Shift F: 2:00 – 5:00pm, June 2
<b>Park Operations</b>	Coffee runs (early morning). Set-up and tidy coffee area	8am daily
	Keep park area tidy and clean, collect garbage, wipe tables in food court, empty garbage and recycling as needed.	Shift A: 11:00 am – 2:00pm, June 1
		Shift B: 2:00pm – 5:00pm, June 1
		Shift E: 11:00 am – 2:00pm, June 2
		Shift F: 2:00pm – 5:00pm, June 2
<b>Tear down, Park clean up</b>	Assist in tear down of Artists' Network Booth. Final park clean-up after the event.	Shift D: 6pm – 7:00pm, June 1
		Shift H: 6pm – 8pm, June 2

### SPECIAL SKILLS

<b>Social Media</b>	Twitter/Instagram/blogs	Ongoing, heavy support closer to the event
	Facebook	
<b>Photography</b>	Take pictures of activities during event, including each artist in the park	June 1 or 2 (timing flexible)