

# CALL FOR VOLUNTEERS

## 20th ANNUAL RIVERDALE ART WALK

JUNE 2 & 3 • 2018 | 11am – 6pm | Jimmie Simpson Park & Community Centre



**The Riverdale ArtWalk is looking for energetic, friendly volunteers!**

This is a great way to earn community service hours, or add something interesting to your CV. Meet others who are interested in fine art, and work with a great team in preparing for and supporting the first outdoor art show of the season.

Join our team, which includes a wide range of people from students and emerging artists to professionals.

Positions available, but not limited to:

- Assisting with the load-in and load-out of the exhibition
- Artist support during the exhibition
- Information Booth and artist registration
- Pre-exhibition postering and event guide distribution (ongoing)

Location: 870 Queen St E, Toronto, ON M4M 3G9

**To apply, simply sign up online: <http://riverdaleartwalk.ca/volunteers/>  
or email: [Angela@artistsnetwork.ca](mailto:Angela@artistsnetwork.ca) or call 416-465-0302 for more information.**

For details see our *Riverdale ArtWalk Volunteer List of Opportunities*

**Thank you for your assistance and support!**

For 20 years the Artists' Network's Riverdale ArtWalk has been featuring local artists in an outdoor festival. This year the Riverdale Art Walk is bigger and better than ever and will feature over 175 established and emerging artists exhibiting painting, photography, mixed media, printmaking, drawing and sculpture. It is a dynamic and fun event, free and open to the public, visitors, park goers and the community can experience art all in one area over two days.

**[www.artistsnetwork.ca](http://www.artistsnetwork.ca)**

**[Facebook.com/RiverdaleArtWalk](https://www.facebook.com/RiverdaleArtWalk)**

**[Instagram: TorontoArtWalks](https://www.instagram.com/TorontoArtWalks)**

## Riverdale ArtWalk Volunteer List of Opportunities

Role	Brief Description	Shift
<b>PRE EVENT</b>		
<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
	Pack event bins	
	Compiling Artist packages for event day (printing, photocopying, lamination, name tags...)	Week of May 21st or 28th (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 14 onward upto June 1
	“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 28 - June 1
<b>Park Layout</b>	Map the park for event day	11am - 3pm, Friday, June 1
<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, June 1

**EVENT DAYS – June 2 & 3**

<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 2
		Shift E: 8am-11am, June 3
<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 2
		Shift E: 8am – 11am, June 3
<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 2
		Shift H: 6pm – 8pm, June 3
<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	Shift B: 11am – 2 pm, June 2
		Shift C: 2pm – 5pm, June 2
		Shift F: 11am – 2pm, June 3
		Shift G: 2pm – 5pm, June 3
<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 2
		Shift C: 2pm – 5pm, June 2
		Shift F: 11am – 2pm, June 3
		Shift G: 2pm – 5pm, June 3
<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 2
		Shift B: 2:00pm – 5:00pm, June 2
		Shift E: 11:00am – 2:00pm, June 3
		Shift F: 2:00 – 5:00pm, June 3
<b>Park Operations</b>	Coffee runs (early morning). Set-up and tidy coffee area	8am
	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 2
		Shift B: 2:00pm – 5:00pm, June 2
		Shift E: 11:00 am – 2:00pm, June 4
		Shift F: 2:00pm – 5:00pm, June 4
<b>Tear down, Park clean up</b>	Assist in tear down of Artists' Network Booth. Final park clean up after the event.	Shift D (partial): 6pm – 6:30pm, June 2
		Shift H (partial) : 6pm – 8pm, June 3

**SPECIAL SKILLS**

<b>Social Media</b>	Twitter/Instagram	Ongoing
	Facebook	
<b>Photography</b>	Take pictures of activities during RAW, including each artist in the park	June 2 & 3

## HOW TO APPLY FOR A VOLUNTEER POSTION(S)

Complete our **ONLINE FORM** : <http://riverdaleartwalk.ca/volunteers/>

OR

**Email:** [angela@artistsnetwork.ca](mailto:angela@artistsnetwork.ca) - subject line: Riverdale ArtWalk Volunteer Application

OR

Call the Artists' Network at 416-465-0302

### **Contact Information:**

First Name:

Last Name:

Home phone:

Mobile phone:

Email:

### **Interests and Skills:**

*Please list any support you may think is useful in supporting the Riverdale ArtWalk and the Artists' Network.*

### **Volunteer Role Requested:**

#### **Shift Requested:**

"FAQ's

#### **What's a ""shift""?**

A shift is generally a three-hour stint during the Riverdale ArtWalk

#### **Is there a minimum time requirement?**

The minimum time commitment is generally one three-hour shift.

#### **What do you get out of Volunteering for the Riverdale Art Walk?**

Something to put on your CV.

Feeling that you have done something for your local community.

The experience of working in a wonderful team putting together the Riverdale ArtWalk.

Meeting artists in the park and community professionals.

High school students gain community service hours.

Our gratitude.

## **THANK YOU!**

The Riverdale ArtWalk is presented annually by the **Artists' Network**, a membership-based, non-profit organization dedicated to supporting visual artists in their business practice - our goal is the development of self-sustaining professional artists. [artistsnetwork.ca](http://artistsnetwork.ca).