



2022 QuiltFest Volunteer Position Descriptions

Admissions – Box Office/ Roaming Ipad

Busy and fast-paced positions at the entrance to the show.. Requires handling money and some positions require familiarity with iPad.

Admissions- Handouts/Viewers Choice

Busy and fast-paced positions at the entrance to the show. Please arrive in time to check in and be with who you are replacing at least 15 minutes prior to shift.

Admissions- Door/Ticket Verification

Busy and fast-paced positions at the entrance to the show to check tickets. Please arrive in time to check in and have a quick training at least 30 minutes prior to your shift.

Award Pinning

Pinning awards to the winning quilts after judging is completed. Requires walking the exhibit floor, reaching above head to pin the quilts, careful attention to ensure accuracy and utmost discretion.

Award Verification

Walking through the exhibits and checking the awards to the winning quilts after pinning is completed. Requires careful attention to detail and the utmost discretion.

Boutique Set up

Setting up and organizing the merchandise. Must be able to lift 25 pounds and use a step stool.

Boutique

Exciting and fast-paced positions - you will be answering questions, ringing up sales, bagging purchases. Previous booth experience helpful or training before the show.

Boutique Take-Down

Taking down the Boutique booth. Must be able to lift 25 pounds and use a step stool.

Demonstration Assistants

Assist teachers as needed to hold up quilts, distribute handouts and samples, act as runner for chairpersons, and keep area tidy. This position could require walking and carrying items for the demonstrator.

Floater

Fill in as needed for various floor positions (white glove, security, viewers choice). Previous show experience is helpful and understanding of various volunteer functions.

Membership Booth

Representing the Guild, taking membership applications, answering questions. Previous show experience a plus.

Opening Night Greeter

Control entry to the ceremony area, keep guests from entering the exhibit area prior to the announcement that it is “open”, hand out winners list to guests as they leave the opening ceremony and enter the show. Involves standing for approximately 30 minutes.

Quilt Check In

Taking the quilts, checking for sleeves, labels and cleanliness and returning them to their bag. Obtaining signatures and giving out receipts for received quilts. Busy position!

Quilt Check-out

Busy position - returning quilts after the show to their owners.

Quilt Hanging

Physically demanding job that requires loading and pushing flat carts, standing and lifting the quilt poles. Some step ladder and ladder work may be required, however, the new hanging system greatly reduces this. Bringing step ladders is encouraged!

Quilt Signage

Pin quilt signs to the quilts and verifying the quilt signage is correct with the taped number on the floor. After verification, removing taped numbers. Must be able to lift arms repeatedly, be on your feet the entire shift, and use a step ladder.

Quilt Sign Verification

Walking through the exhibits and checking the signs after pinning is completed. Requires careful attention to detail.

Quilt Straightening

Walking through the exhibit after the quilts are up, checking to see they are hung properly and straight for judging.

Quilt Take-down

Physically demanding job that requires climbing ladders, loading and pushing flat carts, standing and lifting the quilt poles. Bringing step ladders is encouraged!

Raffle Ticket and Specialty Item Sales

This is a sitting position that requires the handling of money, raffle ticket stubs and merchandise. It can be busy.

Security

Ensure people do not bring food or drinks into the show or take out anything they shouldn't - at entrance and fire exit doors. Chairs provided.

Show Signage Hang-up

Hanging Show signs - these are the large overhead signs giving Show directions. Physically demanding, will be climbing ladders.

Show Signage Take-down

Taking down Show signs - these are the large overhead signs giving Show directions. Physically demanding, will be climbing ladders.

Silent Auction Set Up

Setting up and organizing the merchandise. Must be able to lift 25 pounds and use a step stool.

Silent Auction

Exciting and fast-paced positions - you will be answering questions, ringing up sales, bagging purchases. Previous booth experience helpful or training before the show.

Special Exhibits

This position requires interaction with the public, answering questions about the exhibit and providing security for the quilts in the exhibit.

Vendor Angel

Assist vendors when needed. Work with coordinator to help vendors resolve facility issues. Relieve vendors and run errands.

Preview Security/Door and Vendor Booths

Provide front door security before preview and vendor booth security during the preview.

Vendor Set up

Assist vendors when needed. Work with coordinator to help vendors resolve facility issues. Relieve vendors and run errands.

Volunteer Check In

Handle the volunteer check in table and coordinate location of floaters. Previous show experience is helpful along with an understanding of the various volunteer functions. The public often assumes this is an information desk.

Volunteer Check In/Security

Handle the volunteer check in at table located inside front door of show hall and watch front door during show setup.

White Gloves

Main purpose is to prevent people from touching or handling the quilts. May show the back of the quilts when asked and answer questions.