



## 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.