

LA QUINTA ART CELEBRATION ENCORE 2023

VOLUNTEER POSITIONS SHORT DESCRIPTIONS

Ambassador – Walk a designated area to assist artists with Booth Sitting when they need a break. Also responsible to patrons asking questions of the event. SHIFTS: 9:30-1:00 and 12:30-4:00 Thursday through Sunday.

Artist Reception – Support for a restaurant (or two) who donate and serve food for the invitation-only Artist Reception. No food serving involved. SHIFT: 2:30-6:30 Thursday only. Volunteers must be able to lift 30 lbs. and stay until the area is cleared of food and supplies for the Reception.

Artist Reception Beverage Server – Serve beer, wine, and water at the Artist Reception, keeping the table clean. SHIFT: 2:30-6:30 Thursday only. Volunteers must stay until the area is cleared of food and supplies for the Reception.

Customer Pick Up – Hold purchased art for patrons to pick up at a later time, probably when they are ready to leave the site. SHIFTS: 9:30-1:00 and 12:30-4:30 Thursday through Sunday.

Exit – Scan barcodes on art purchases as patrons leave. Stamp hands of patrons planning to return the same day. This position requires much standing. SHIFTS: 9:30-1:00 and 12:30-4:30 Thursday through Sunday.

Entrance Concierge – Direct patrons to the correct line for admittance. SHIFTS: 9:30-1:00 and 12:30-3:30 Thursday through Sunday.

Golf Cart Drivers – Drive flatbed golf cart to assist artists moving from their vehicle to their booth location. Driving only. No lifting allowed. SHIFTS: 8:45-1:30 and 1:00-5:00 Tuesday and Wednesday.

Greeter – Offer event program to patrons as they enter the site after passing the Scanner station. This position requires much standing. SHIFTS: 9:30-1:00 and 12:30-4:00 Thursday through Sunday.

Helpline Coordinator – Answer Helpline Cell Phone calls from artists and patrons. Information Notebook provided to help when answering questions. Calls from Artists requesting help will be given to Helpline Ambassadors waiting with Coordinator for the assignment. Position resides inside Wellness Center to eliminate noise on site. SHIFTS: 9:30-1:00 and 12:30-4:00 Thursday through Sunday.

Helpline Ambassador – Specifically supports Helpline Coordinator by booth sitting or other artist requests from any call into Helpline. SHIFTS: 9:30-1:00 and 12:30-4:00 Thursday through Sunday.

Hospitality – Manage food service offering snacks to artists and volunteers, and box lunches for artists. SHIFTS: 8:00-12:00 and 11:30-3:30 Tuesday and Wednesday during Artist Registration or 7:00-11:00 and 11:00-3:00 Thursday through Sunday.

Information – Help patrons find answers to questions they may have. Information Notebook provided to help when answering questions. SHIFTS: 9:30-1:00 and 12:30-4:00.

Registration – Assist with artist registration, passing out booth signs, artist packets, maps, and answering artist questions. SHIFTS: 8:30-1:00 and 12:30-5:00 Tuesday and Wednesday only. Full Day volunteers welcome in this position.

Retail – Sell event memorabilia. SHIFTS: 9:30-1:00 and 12:30-4:30 Thursday through Sunday. This is a standing position.

Retail Cashier – Handle all cash and credit card transactions through a tablet application in the Retail booth selling event memorabilia. SHIFTS: 9:30-1:00 and 12:30-4:30 Thursday through Sunday.

Ticket Sales – Sell tickets for cash or credit cards using a tablet application. Training class required for every event. SHIFTS: 9:30-1:00 and 12:30-4:00.

Ticket Scanner – Scan ticket barcode from tickets, printed emails, on phones or tablets, as patrons enter the site. Manage entrance of artists, artist assistants, volunteers, and staff, ensuring proper entrance criteria. This position requires standing. SHIFTS: 9:30-1:00 and 12:30-4:00 Thursday through Sunday.

Volunteer Liaison – Work closely with Volunteer Manager to ensure event is running smoothly. This position is assigned. SHIFTS: Hours as needed Thursday through Sunday.