

# LA QUINTA ART CELEBRATION ENCORE 2024

## VOLUNTEER POSITIONS

**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** – On site support for restaurants who donate and serve food for the invitation-only Artist Reception. No food serving involved (except the cake table). SHIFT: 2:00-6:30 Thursday only. Volunteers must be able to lift 30 lbs., walk on uneven grassy areas, and stay to assist clearing the area of food and supplies for the Reception.

**Artist Reception Beverage Server** – Serve beer, wine, and water at the Artist Reception, keeping the table clean and drinks refilled. Must be able to stand and walk on uneven grassy areas. SHIFT: 3:30-6:30 Thursday only. Volunteers must stay to assist clearing the area of food and repacking 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 receipt cards from art purchases as patrons leave. Sell \$5 upgrades to single ticket holders. This position requires much standing. SHIFTS: 9:30-1:00 and 12:30-4:30 Thursday through Sunday.

**Entrance Concierge** – Direct patrons from to the correct line for admittance and answer patrons' questions. This position requires standing. SHIFTS: 9:30-12:30 and 12:00-3:00 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 be quieter for calls. 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 Coordinator. This position requires walking. SHIFTS: 9:30-1:00 and 12:30-4:00 Thursday through Sunday.

**Hospitality** – Work with the Hospitality Captains to manage food service offering snacks to artists and volunteers. May need to lift 20 lb. bags of ice to chill water and carry food items across a short distance on uneven grassy areas to the Hospitality tent. SHIFTS: 8:00-12:30

and 12:00-4:30 Tuesday and Wednesday during Artist Registration, or 8:00-12:00 and 12:00-4:00 Thursday through Saturday and 12:00-4:30 on 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: 9:30-12:30 and 12:00-4:30 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: 9:30-12:30 and 12:00-4:30 Thursday through Sunday.

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

**Ticket Scanner** – Scan tickets, printed emails, or from 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.