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42nd Annual Glass Art Society Conference Toledo, Ohio - June 13-16, 2012

VOLUNTEER / WORK EXCHANGE JOB DESCRIPTIONS

- Important Roles to be Filled -

PRE-CONFERENCE SET UP: *available Monday, Tuesday, Wednesday. Estimated 20 people needed.*

Assist with stuffing registration badges and bags for conference attendees. Name badges for those who pre-registered are organized alphabetically by each person's last name. Attention to detail and familiarity with the English language and alphabet is needed. Some lifting and moving of heavy boxes is involved.

BADGE CHECKER: *available Wednesday, Thursday, Friday, Saturday. Estimated 60 people needed.*

A badge checker is needed at each entrance to conference venues, including all demos, lectures, special events and the closing night party. This job is especially important to make sure that access is allowed only to registered conference attendees as the name badge is the ticket to conference events. If someone does not have a name badge or has one that is not authentic, the person will be directed to the registration desk. Replacement badges are available for a small fee. Some people have purchased only a ONE day or TWO day pass (*noted with round colored stickers labeled with the day*), and it is a badge checker's job to notice if someone is trying to enter on a day other than they have paid for.
* A color flyer will be provided for your reference with explanations showing all possible authentic name badges.

REGISTRATION: *available Wednesday, Thursday, Friday. Estimated 25 people needed.*

Distribute name badges and registration bags to conference attendees who pre-registered. Name badges are organized alphabetically by each person's last name. Conference registration opens at Noon on Wednesday and 7:30am Thurs - Fri.

CONCESSIONS (T-SHIRT SALES): *available Wed, Thursday, Friday, Saturday. Estimated 16 people needed.*

Concession cashiers accept sales for T-shirts and other related items for sale in conjunction with the conference. A team leader or GAS staff member will provide instructions concerning proper transaction procedures. Cashiers are expected to have experience handling money and making sales transactions. Written and verbal directions provided.

INT. STUDENT EXHIBITION *available Wednesday, Thursday, Friday, Saturday. Estimated 16 people needed.*

Assist with accepting artwork from full-time student members of GAS, data entry, labeling and display of pieces Wednesday -Friday. Monitors are needed during exhibition hours Friday and Saturday to monitor pieces and to answer questions. Workers are needed Saturday after the exhibition closes for assistance with piece pick up.

AUCTION *available Wednesday, Thursday, Friday, Saturday. Estimated 20 people needed.*

Assist with accepting artwork for the auction, data entry, labeling and display of pieces Wednesday - Friday. Monitors are needed during the preview Friday through the event Saturday evening to monitor pieces and answer questions.

GOBLET GRAB *available Wednesday, Thursday, Friday. Estimated 16 people needed.*

Assist with accepting goblets, data entry, labeling and display of goblets, and monitoring during the actual grabbing event.

POST CONFERENCE CLEAN / PACK UP: *available Sunday. Estimated 2 people needed.*

Assist in cleaning up the registration area and other areas - packing supplies, labeling boxes, etc. Some lifting and moving of heavy boxes is involved.

- PLEASE REMAIN FLEXIBLE AND BE FAMILIAR WITH EVERY JOB -

Each year the Glass Art Society Conference changes location and with each new location there are unexpected needs and challenges. It could be possible that you would be asked to report to a different location and job.

TEAM LEADERS: Team Leaders are generally GAS Board Members, Committee Chairpersons or GAS Staff and will work to ensure that their area runs efficiently. They are responsible for training and supervising the workers in their area, ensuring on-time team members arrival, and performance. At the end of each assignment team leaders will sign time sheets for team members and confirm worker's participation with the Volunteer Coordinator.