# Volunteer & Work Exchange Job Descriptions

## Pre-Conference Setup
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
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 checkers 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
Distribute name badges and registration bags to conference attendees who pre-registered. Name badges are organized alphabetically by each person’s last name. Registration shifts start at 1:00pm on Wednesday and 7:00am Thursday–Saturday.

## Concessions (T-Shirt Sales)
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
Assist with accepting artwork from full-time student members of GAS, data entry, labeling and display of pieces. Monitors are needed during exhibition hours to monitor pieces and to answer questions. Workers are needed after the exhibition closes for assistance with piece pick up.

## Auction *(TBD)*
Assist with accepting artwork for the auction, data entry, labeling and more. Monitors are needed during the preview and the event to monitor pieces and answer questions.

## Goblet Grab
Assist with accepting goblets, data entry, labeling and more. Monitors are needed during the actual grabbing event.

## Post Conference Clean / Pack Up
Assist in cleaning up registration and other areas - pack supplies, label boxes, etc. Some heavy lifting / moving 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 is possible that you could 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 they 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. Work exchange participants will sign in and out of each assignment with their team leaders to log and track worked hours.