

## CALL FOR VOLUNTEERS

### ARTWALK IN THE SQUARE

SEPTEMBER 13-15 • 2019 | Friday - Sunday

CF SHOPS AT DON MILLS - 1090 Don Mills Road, Toronto, ON M3C 3R6 (Corner of Lawrence Avenue & Don Mills Road)

[www.artwalksquare.ca](http://www.artwalksquare.ca)

FRIDAY, SEPTEMBER 13: 3:00 pm - 9:00 pm (NIGHT MARKET 6-9PM)

SATURDAY, SEPTEMBER 14: 10:00 am - 7:00 pm

SUNDAY, SEPTEMBER 15: 11:00 am - 6:00 pm

#### ArtWalk in the Square is looking for energetic, friendly volunteers!

This is a great way to earn community service hours, or add something interesting to your CV. Meet others who are interested in fine art, and work with a great team in preparing for and supporting a great outdoor art show.

Join our team, which includes a wide range of people from students and emerging artists to professionals.

Positions available, but not limited to:

- Assisting with the load-in and load-out of the exhibition
- Artist support during the exhibition
- Information booth and artist registration
- Pre-exhibition postering and event guide distribution (ongoing)

**To apply, simply visit [www.artwalksquare.ca/volunteers](http://www.artwalksquare.ca/volunteers) or email: [Angela@artistsnetwork.ca](mailto:Angela@artistsnetwork.ca) or call 416-465-0302.** For details see our *ArtWalk Volunteer List of Opportunities*

**Thank you for your assistance and support!**

ARTWALK IN THE SQUARE – Outdoor Fine Art Festival Celebrates Artists and Community!

For 21 years the Artists' Network has been showcasing ARTWALKS in Toronto featuring local artists in fine art outdoor festivals. For the 6th year, we are heading north again! We are pleased to announce that we are once again partnering with CF Shops at Don Mills to host ArtWalk in the Square, with over 70 established and emerging artists exhibiting painting, photography, mixed media, printmaking, drawing, glass and sculpture. It is a dynamic and fun event, free and open to the public, visitors and the community can experience art all in one area over three days.

CF Shops at Don Mills is where fashion, dining and entertainment come outside to play. Visit Ontario's first and finest open-air centre with exceptional shops, restaurants and services surrounding a lovely Town Square.

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2019 ArtWalk in the Square Volunteer List of Opportunities

Role	Brief Description	Shift
<b>PRE EVENT</b>		
<b>Administration</b>	Pack event bins	Week of September 9
	Compiling Artist packages for event day (printing, photocopying, lamination, name tags...)	
<b>Distribution &amp; Promotion</b>	Marketing material distribution to local merchants in the area (walking)	Ongoing until event day
	Marketing material distribution (postcards, event guides and yard signs) throughout key targeted area and institutions, including: galleries, museums, hotels, real estate agents...	Timing is flexible, ongoing work that can be done on your own schedule.
<b>Event Layout</b>	No experience needed. Map out and mark the park for event day. Administration and set-up prep tasks also available after mapping/laying out the event space.	Thursday, Sept. 12: 10:30am - 1:30pm
<b>Load-in Attendant &amp; Traffic Marshalling</b>	Information Cart: sign in/ direct artists Directing traffic Watching tents and grids and art for artists while they load-in to booth area/curb side until return from parking vehicle Monitor and watch art materials in overnight storage space	Thursday, Sept. 12: 6:00pm – 8:30pm
<b>EVENT DAYS</b>		
Role	Brief Description	Shift
<b>LOAD IN Attendant &amp; SET UP</b>  <i>no lifting or moving of material required</i>	<i>LOAD IN may include:</i> Check-in Cart: sign in artists, checking they are at the correct loading zone. Directing artist traffic. Indicate where artists should drop off materials, and answer questions regarding parking or location of booth and Artists' Network Information booth.  Monitor materials in the load in zone for artists while they park their car and as they retrieve items and set up in their booth.  Monitor and watch art materials in overnight storage space and/or throughout event space.	Friday, Sept. 13: 11:00am - 2pm (should arrive 15 min early to get final instruction)
	SET UP is after 12:30 PM: Assist with general park set up including: Artists' Network Booth & signage, artists welcome area, gallery wall, draw table... Help out at Artists' Network booth with handing out artist packages, receiving donations.	
	Monitor and watch art materials in overnight storage space and/or throughout event space.	Saturday, Sept. 14: 8:00am – 9:30am
	Assist with general park set up including: Artists' Network Booth & signage, artists welcome area, gallery wall, draw table...	Sunday, Sept. 15: 9:00am – 10:30am

<b>LOAD OUT Attendant</b>  <i>no lifting or moving of material required</i>	LOAD OUT may include: Check-out Cart: sign out artists, check booth area to ensure it's packed up and hand out vehicle passes. Directing artists traffic in the event space.	Sunday, Sept 15: 6pm - 8:30pm ( <i>should arrive 15 min early to get final instruction</i> )
	Watching tents and grids and art for artists while they load-out to curb side until they return from parking with their vehicle to pack-up.	
	Monitor and watch art materials in overnight storage space and/or throughout event space.	
	Monitor and watch art materials in overnight storage space and/or throughout event space.	Friday, Sept. 13: 9pm – 10:15pm Saturday, Sept. 14: 7pm – 8:15pm
<b>Tear down, Park clean up</b>	Assist in tear down of Artists' Network Booth & Pop-Up Gallery. Final park clean up after the event (Sunday).	Friday, Sept. 13: 9pm – 10:15pm
		Saturday, Sept. 14: 7pm – 8:15pm
		Sunday, Sept. 15: 6pm – 8:30pm
<b>Artists' Network Booth Attendant</b>	Create a welcome and social environment. Provide support at the Artists' Network booth, answer questions about Artists' Network services, provide direction and information about ArtWalk activity, encourage participation in the Draw and People's Choice Award, hand out event guides, keep booth area tidy, provide support for Artists' Relief as needed... Possibly, relief or additional support in the Pop-up Gallery as needed.	Friday, Sept. 13: 3pm - 6pm
		Friday, Sept. 13: 6pm - 9pm
		Saturday, Sept. 14: 10am – 1pm
		Saturday, Sept. 14: 1pm - 4pm
		Saturday, Sept. 14: 4pm - 7pm
		Sunday, Sept. 15: 11am – 2pm
		Sunday, Sept. 15: 2pm - 5pm
<b>Event Greeter</b>	Welcoming guests into the square. Provide direction and information about ArtWalk activity, encourage participation in Draw and People's Choice Award, hand out event guides. Roving/standing near event entrance points.	Friday, Sept. 13: 3pm - 6pm
		Friday, Sept. 13: 6pm - 9pm
		Saturday, Sept. 14: 10am – 1pm
		Saturday, Sept. 14: 1pm - 4pm
		Saturday, Sept. 14: 4pm - 7pm
		Sunday, Sept. 15: 11am – 2pm
<b>Artist Relief &amp; Support</b>	Provide exhibiting artists a 15 min. break and sit artists' booths. Tasks in artists' booth include greeting visitors, handing out artist cards, providing information as directed by the artist. Handing out water to Artists' if needed.	Friday, Sept. 13: 3pm - 6pm
		Friday, Sept. 13: 6pm - 9pm
		Saturday, Sept. 14: 10am – 1pm
		Saturday, Sept. 14: 1pm - 4pm
		Saturday, Sept. 14: 4pm - 7pm
		Sunday, Sept. 16: 11am – 2pm
<b>SPECIAL SKILLS</b>		
<b>Social Media</b>	Twitter Facebook	Ongoing
<b>Photography</b>	Take pictures of activities during the ArtWalk including each artist in the park	Flexible, anytime during show hours

## HOW TO APPLY FOR A VOLUNTEER POSITION(S)

You can sign-up as a ArtWalk in the Square volunteer 3 different ways:

- apply online at: <http://www.artwalksquare.ca/volunteers/>
- call the Artists' Network at 416-465-0302
- email us at [angela@artistsnetwork.ca](mailto:angela@artistsnetwork.ca) subject line: ArtWalk Volunteer Application

Include:

**First & Last Name:**

**Phone #:**

**Email:**

**Preferred Role(s):**

**Preferred Shift(s)**

**Emergency Contact & Emergency Contact Phone #:**

My Interests and Skills:

*Please list any support you may think is useful in supporting the ArtWalk and the Artists' Network.*

"FAQ's

**What's a "shift"?**

A shift is generally a three-hour stint during the show.

**Is there a minimum time requirement?**

The minimum time commitment is generally one three-hour shift.

**What do you get out of Volunteering for the ArtWalk?**

Something to put on your CV.

Feeling that you have done something for your local community.

The experience of working in a wonderful team putting together the ArtWalk.

Meeting artists in the park and community professionals.

High school students gain community service hours.

Our gratitude.

**THANK YOU!**

ArtWalk in the Square is presented annually by the **Artists' Network**, a membership-based, non-profit organization