



THEWORKS

ART & DESIGN FESTIVAL

Volunteer Application The Works Festival June 23 - July 5, 2011

10635 – 95th St. NW Edmonton, AB T5H 2C3 P:780.426-2122 F: 780.426-4673 E: volunteer@theworks.ab.ca W: www.theworks.ab.ca

Name: _____

Phone: _____

Address: _____

Email address: _____

City: _____

Do you have CURRENT First Aid? YES NO

P. Code: _____

Would you like to be on our E-Newsletter Mailing list? It provides info on festival and year round events, exhibits, calls to enter and job postings.
YES NO

Pre-Festival Festival Post-Festival Year-Round

Do you have a medical condition that we should be aware of?

Two Personal References (not relatives)

YES NO If yes, please describe:

Name: _____ Phone#: _____

Emergency Contact: _____

Name: _____ Phone#: _____

Emergency Number: _____

I'M NEW !

Works Experienced since: 10 09 08 07 06 05 04 03 02 01

I have Volunteered between: '86 - '00

I am applying to be a Leader in the TART – Training in Art

Please indicate your t-shirt size: small medium large extra large extra extra large

Tell us about your. . .

OTHER Volunteer experience:

Work Experience: (please attach a resume, or give a brief description)

What makes volunteering with The Works appealing to you?

ALL APPLICANTS MUST PASS A CRIMINAL AND SECURITY CHECK

If you are UNDER 18 years of age, your parent(s) or Guardian MUST complete this permission:

You must be 13 years of age to Volunteer with The Works. Applicants under 18 must have a parent or guardian complete the following:

I, (print name) _____ of (print address) _____ am the parent or legal guardian of the applicant. I am aware of and understand the nature of the volunteer services that the applicant has applied for and hereby consent to his/her undertaking to volunteer with The Works.

Signature: _____ Date: _____ Phone: Home _____ Work: _____

Completion of this form does not guarantee the applicant a volunteer position. The Volunteer Department will contact you if you have been selected for an interview after review of this application. The personal information requested on this form is collected, managed and protected under the authority of the Alberta Freedom of Information and Protection of Privacy Act. It will be used to manage the volunteer program. Direct any questions about this collection to: Human Resources, The Works International Visual Arts Society, 10635 – 95th St. NW Edmonton, AB T5H 2C3.

I hereby certify that all statements made and / or information given on this form or in interview with a representative of The Works Festival are accurate to the best of my knowledge. I agree to serve as a volunteer with The Works International Visual Arts Society.

Volunteer Member Signature _____ **Date** _____

PLEASE NOTE: There is a \$1.00 membership fee to become a member of The Works Festival Society and to be a volunteer. Please contact us if you have any questions or concerns regarding this fee.

PLEASE CROSS OFF THE DAYS AND TIMES YOU ARE AVAILABLE. THIS IS NOT NECESSARILY YOUR SCHEDULE. NOTE THAT SHIFTS ARE A MINIMUM OF 3 HOURS IN LENGTH. Please note: Volunteers must commit to a minimum of 10 hours volunteer time.

Please state the maximum amount of shifts for which you are able to volunteer during the festival? (For example, if you are available for the entire festival, but only wish to volunteer for 3 of the 13 days, please fill in "3 days"):

FESTIVAL AVAILABILITY	9 - 10 A.M.	10 -11 A.M.	11 -12 A.M.	12 - 1 P.M.	1 - 2 P.M.	2 - 3 P.M.	3 - 4 P.M.	4 - 5 P.M.	5 - 6 P.M.	6 - 7 P.M.	7 - 8 P.M.	8 - 9 P.M.	9 - 10 P.M.	10 - 11 P.M.
Thursday, June 23														
Friday June 24														
Saturday, June 25														
Sunday, June 26														
Monday, June 27														
Tuesday, June 28														
Wednesday, June 29														
Thursday, June 30														
Friday, July 1														
Saturday, July 2														
Sunday, July 3														
Monday, July 4														
Tuesday, July 5														

PLEASE CHECK THE POSITIONS YOU WOULD LIKE TO CONSIDER FOR YOUR VOLUNTEER EXPERIENCE. Please mark #1 for most interested and subsequent numbers (2-15 etc.) for less interested.

PRE-FESTIVAL POSTIONS

TEAM	DUTIES
SIGNAGE AND PROMOTIONAL ITEMS PRODUCTION CREW	Create, prepare and produce signage for festival and special events.
OUTDOOR SITE CREW	Set up and take down of The Work's tents at the outdoor site.
PRINT AND SIGNAGE DISTRIBUTION CREW	Distribute + set up signage materials 2 days before and during festival.

FESTIVAL POSTIONS

TEAM	DUTIES
ARTSMART CREW	Intensify exposure to art through interpretive tour, curatorial programs.
ART MARKET CREW	Assist artists with set up + tear down. Provide relief during Festival.
FAMILY PROGRAMS CREW	Assist children, teens and adults in creating art and having fun.
WORKS GALLERY AND INFO CREW	Assist with sales of Works items, supply information to the public.
VOLUNTEER ADMINISTRATION CREW	Assist volunteers with registration, schedules, perks, snacks and act as an alternate volunteer for all areas of the festival.
GROUNDS MAINTAINANCE CREW	Keep the outdoor site environmentally friendly and attractive.
BEVERAGE GARDEN CREW	Persons over the age of 18 are required to meet AGLC requirements, monitor crowds and help keep the gardens clean.
FIRST AID CREW	Current St. John's Ambulance certification required. Provide first aid to public, as required.

YEAR ROUND POSITIONS (Including during Festival)

TEAM	DUTIES
EXHIBIT CREW	Liaise between the art and the public as exhibit attendant.
ADMINISTRATION CREW	Excellent communication skills required. Reception, mail-outs, data-entry
PREPARATION AND INSTALLATION CREW	Assist in the installation and dismantling of exhibits.
SPECIAL EVENTS + FUNDRAISERS CREW	Assisting with receptions, events, casinos, fundraisers, etc.

FOR OFFICE USE ONLY

Interview Date _____
 Volunteer Membership # _____

Fee Paid Accepted