

**ART ON SHOW AWARDS 2010  
VOLUNTEERS PROGRAM**



Mackay Show Association is looking for Art lovers and enthusiastic volunteers, who would like to be part of Mackay's innovative Art competition and 3 day exhibition. Volunteers are needed to help with the preparation, manning and dismantle of this our 5th event.

**UNPACK EXHIBITION WORKS – FRIDAY 18<sup>TH</sup> JUNE 2010  
5 VOLUNTEERS REQUIRED – 8.30AM-12.30PM APPROX**

- Volunteers to move art works in the 500 pavilion, and unpack all works.
  - Label and store packaging and collate entries etc. (lifting involved)
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**EXHIBITION HANG - SATURDAY 19<sup>TH</sup> JUNE 2010  
1 VOLUNTEER REQUIRED – 11.00AM – 2.00PM APPROX**

- Labeling and collating work once hung
  - Helping to organise gallery information corner and signage etc
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**EXHIBITION OPEN TO THE PUBLIC**

**TUESDAY 22<sup>ND</sup> JUNE 2010 10.00AM – 8.00PM  
3 VOLUNTEERS REQUIRED TO OVERSEA EXHIBITION**

- One or two volunteers per time slot – times available
  - \* 10am – 1.30pm
  - \* 1.30pm – 5.00pm
  - \* 5.00pm – 8.00pm

**WEDNESDAY 23<sup>RD</sup> JUNE 2010 10.00AM – 8.00PM  
3 VOLUNTEERS REQUIRED TO OVERSEA EXHIBITION**

- One or two volunteers per time slot – times available
  - \* 10am – 1.30pm
  - \* 1.30pm – 5.00pm
  - \* 5.00pm – 8.00pm

**THURSDAY 24th JUNE 2010 10.00AM TO 3.00PM  
2 VOLUNTEERS REQUIRED TO OVERSEA EXHIBITION**

- One or two volunteers per time slot – times available
    - \* 10.00am – 1.00pm
    - \* 1.00pm – 3.00pm
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**FRIDAY 25th JUNE 2010 9.00AM – 12.00PM APPROX  
4 VOLUNTEERS REQUIRED DISMANTLING EXHIBITION**

- Take down and rewrapping art works to be collected
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**EXHIBITION VOLUNTEERS – STAFF DUTES INCLUDE**

- Welcome public into venue, invite them to enjoy exhibition, and direct them to winning artists work or individual artists. Inform them all works for sale
- Pass out catalogues on entry, assist with finding artists work and mention recycling catalogues if desired. Also top up supply of catalogues if required (office staff to assist)
- Sale of Artwork – all artwork will be for sale during 3 days of exhibition. Volunteers in charge of assisting with sales (Eftpos facilities will be available at the Show Office). Office Staff will assist. Buyers to be given a receipt and then red spot to be placed on sold work. All sold work must remain in the exhibition until duration, and can be collected from the 500 Pavilion on Friday 25th June 2010, between 9am – 5.00pm. Or alternatively the following week from the Show Association Office between 9.00am and 3.00pm
- Exhibition staff to direct public to galleries and sponsors information corner, and encourage patrons to take any information therein
- With a friendly approach, duties also include policing food and drink restrictions, restraining small children (if required) and prohibiting works being photographed or filmed (signs will be in place to reference & bins provided in the venue) keeping in mind we are caretakers of artists work
- We would also like to encourage patrons to enter the people's choice award (judged by the public) patrons can nominate their favorite artist on entry forms provided and place them in the entry box at the front of exhibition. If more entry forms needed ask office staff to assist.
- A record of patrons attending Art on Show is required for the Mackay Show Association records. It will also be exhibition staff's job to provide this tally, per shift.
- If any questions arise e.g. (patrons wishing to contact artists personally to view further works) we'd also ask staff to take down details and refer to Melissa to follow up

- Melissa Broadhurst Awards Co-ordinator or Mackay Show Association Office staff will be available to assist you with any queries you may have during your time with us, your patience would be greatly appreciated during this very busy time, a phone will be provided for quick contact if required.

We would like to invite all volunteers to the Exhibition Opening evening Monday 21st June 2010, and you will also receive a complementary double pass to the Mackay Show for your volunteer day or (chosen day for set up and take down staff).

On behalf of the Mackay Show Association we look forward to once again working with our generous arts volunteers to further raise the profile of the Arts in our region, and once again enjoy a successful show.

Yours Sincerely

Melissa Broadhurst  
**Art on Show Awards Coordinator**  
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